

## Academic Honesty Policy for the Primary Years

“The IB upholds principles of academic honesty, which are seen as a set of values and skills that promote personal **integrity** and good practice in teaching, learning and assessment”<sup>1</sup>.

At BBIS we believe that practicing academic honesty with our students supports their development as young citizens who act with integrity and honesty and take responsibility for their own actions. BBIS’s Academic Honesty policy is framed by the IB Learner Profile, most specifically, our students’ goals to be inquirers, knowledgeable and principled.

It’s important to identify the malpractice behavior, in order to understand the appropriate academic honesty practice.

### **MALPRACTICE**

The IB Organization defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.

### **ACADEMIC MISCONDUCT**

The IB organization defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.

Academic misconduct includes the following practices:

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<sup>1</sup> <https://ibo.org/contentassets/71f2f66b529f48a8a61223070887373a/academic-honesty.-principles-into-practice---celina-garza.pdf>

## PLAGIARISM

Definition: plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.

### Examples:

- Any representation of others' work as your own
- Non-original work that is not cited and appropriately referenced in submissions.
- Copying information from a book or a website.
- Misuse of quotation marks, paraphrasing, and in text citations makes authorship unclear
- Failure to identify source of elements of nonverbal work (ie. painting, dance, photo, proof, music composition, etc) that you've derived your work from.
- Using online language translators unless explicitly allowed.

### *Collusion*

Definition: Supporting malpractice by another student, including allowing one's work to be accessed or copied or submitted for assessment by another student.

### Examples:

- Helping someone else cheat both deliberately and through support.
- Allowing your work to be copied and/or submitted by another student.
- Divide and conquer approach where you are not the author of the entire assignment given by the instructor (if not part of assignment).
- Representing significantly unequal work as an equal collaboration.
- Writing a paper or doing homework for another student, both at the time as well as sharing completed work with students who take a course in the future.
- Sharing information about assessment content and questions with other students.

*Duplication of Work:* the presentation of the same work for different assessment components

### *Unfair Practice*

Definition: Any other behaviour that gives an unfair advantage to a student or that affects the results of another student.

### Examples:

- Falsifying records
- Falsifying data

- Sharing passwords, using unauthorized material
- Disclosing information about assessments
- Altering grades
- Phony citation
- Impersonating other person
- Misconduct during testing times

It is the understanding of all school personnel that when a student puts his or her name on any assignment, they are submitting it as their own and acknowledging original ownership.

### **Why to cite**

- To show respect for the work of others.
- To give the reader the opportunity to follow up references.
- To help a reader to distinguish between the work of the creator and the work of others.
- To give the reader the opportunity to check the validity of creator's interpretation.
- To receive proper credit for the research process.
- To establish credibility and authority of own knowledge and ideas.

### **What to cite**

Creators are expected to acknowledge any source materials or ideas which are not their own and have been used in any way such as a quotation, paraphrase, or summary. Written or electronic source materials may include:

- Visual
- Audio
- Graphic
- Lectures
- Interviews
- Broadcasts
- Maps

## Academic dishonest PYP

Academic dishonesty may be defined as passing off other people's work, or ideas as one's own. This requires constant correction and advice from the teacher.

There is no academic consequence until 4<sup>th</sup> grade, and then in 5<sup>th</sup> grade there students will sign a contract at the beginning of the year for their PYP final exhibition.

### Preventing Academic Misconduct

In order to prevent academic misconduct, BBIS promotes good practice by teaching students the **skills** necessary to be academically honest. This will be accomplished through direct teaching and coaching, specifically in the communication and research skills found in the Approaches to Learning. Students in 5th grade will be taught to cite their work and acknowledge sources as they complete projects that require research. Students will be guided when working collaboratively so that all members of a group work equally and so that conflicts can be resolved when they arise.

### **Consequences for deliberate plagiarism in 5<sup>th</sup> grade**

- a) *First incident*
  - Students have the opportunity to correct the error
  - The teacher will lead a reflection session with the student
  - IB coordinator will be informed
  - Parents will be informed
- b) *Second incident*
  - No opportunity to correct error
  - IB coordinator to be informed and lead a reflection session
  - Parents to be invited to school
  - Students sign a formal letter of commitment about future conduct
- c) *Third incident*
  - Suspension from school for a time to be decided by the head of school.

## **Consequences for Collusion/ Misconduct during assessments**

### *a. First incident*

- A reflection of behavior to be completed, guided by the teacher
- Parents will be informed
- IB coordinator will be informed

### *b. Second incident*

- A reflection on behavior to be completed, guided by the IB Coordinator
- Parents will be invited into school
- Student will sign a letter of commitment about future conduct

### *c. Third incident*

- Suspension from school for a time to be decided by the head of school.

## **Measures taken to provide education and support**

- This academic honesty policy is posted on the school's website, and published in the Primary Years Handbook Guide that is signed by students and parents in September.
- Focus on the learner profile.
- Model appropriate behaviors and targeted behaviors by reinforcing the positive.
- Demonstrate the appropriate way to site sources within library, tech, art and music.
- Assist fifth graders to use a citation organizer during the PYP Exhibition.
- Reinforce when it is appropriate to copy and when it is necessary to cite sources.
- Counselors and administrative staff are available to help the development of principled learners.

## Academic Honesty Expectations by Grade Level

Early years	I can share where I got my ideas.
Grade 1	I can share where I got information for my inquiry with assistance.
Grade 2	I can share where I got information for my inquiry.
Grade 3	I can use my own words. I can cite one source with a fill in the blank form.
Grade 4	I can use my own words. I can cite multiple sources (books, databases, magazines).
Grade 5	I can use my own words. I can cite multiple sources online (books, databases, magazines, and primary sources).

### Sources

[https://www.daystaracademy.org/uploaded/email\\_files/PYP\\_Academic\\_Honest\\_policy.pdf?1576862261530](https://www.daystaracademy.org/uploaded/email_files/PYP_Academic_Honest_policy.pdf?1576862261530)

[https://www.bloomfield.org/uploaded/Parents\\_Students/IB/MYP\\_AcademicHonestyPolicy.pdf](https://www.bloomfield.org/uploaded/Parents_Students/IB/MYP_AcademicHonestyPolicy.pdf)

<https://ibo.org/contentassets/71f2f66b529f48a8a61223070887373a/academic-honesty.-principles-into-practice---celina-garza.pdf>

*Reviewed and approved by BBIS Board 20<sup>th</sup> May 2020*