



# Memorial Middle School and Jones High School International Baccalaureate World Schools Academic Integrity Policy

At our schools, students are expected to be **principled** learners who show a high standard of academic integrity and submit work with integrity. This policy ensures each student has a clear understanding of what constitutes academic integrity, how to authenticate authorship, the meaning of intellectual property, and a thorough understanding of the meaning of academic dishonesty/malpractice.

We believe every student has the opportunity to succeed in a positive learning environment which supports development by celebrating our successes and learning from our failures. We foster a growth mindset in students to value honesty, trust, fairness, respect, and responsibility. Each academic year begins with a fresh start focused on academic and personal success.

### Malpractice includes (but not limited to):

- **Collusion:** allowing one's work to be copied or submitted by another and/or releasing information about an assessment to another person.
- **Duplication:** presenting the same work in different assessments.
- **Electronic Devices:** any cell phone, smart watch, recording device or other electronic device in a student's possession during an assessment or in a testing room.
- **Falsification:** purchasing and/or submitting pieces of written work by someone or AI/bot, misrepresenting community service or forgery of a parent signature.
- **Plagiarism:** representing ideas or work of another person or AI/bot as one's own; including but not limited to excessive repetition of poor paraphrasing, improper citation and/or improper idea borrowing.

### Examples of malpractice (but not limited to):

- printing multiple copies of the same assessment (or hand copying the exact or similar answers) and different group members turning in the same assignment
- purchasing an assignment or a text online or from another person or having it written by AI/bot
- modifying someone else's work and turning it in as your own without citing the original author
- taking unauthorized material into a testing room (such as an electronic device or written notes)
- using a calculator when one is not permitted
- using a foreign language translator to change words from one language to another and/or submitting translations as his/her own words
- telling students in a later class period or an absent student what material is on an assessment (face to face, written or with social media).

### Collaboration vs. Collusion:

Collaboration and group work is often encouraged. When submitting assignments, students may base their findings on similar data from the group work, however each student must submit the assignment in his/her own words. Collusion defined as two or more students submitting the same paper, paragraphs, or narrative.

### IB Assessments and Examinations

Any student found guilty of academic misconduct on any IB internal or external assessment and/or examination will not be eligible to earn an IB Diploma. It is the student's responsibility to use Turnitin.com within Managebac to monitor the similarity index of assignments. IB Teachers and the Coordinator will also review the similarity index and in text similarity for all papers prior to submitting to the IB.

### Teachers have the right and responsibility to teach and students have the right and responsibility to know, understand and apply good practices for:

- Academic Integrity and the consequences of malpractice violations
- standards of integrity and ways to avoid malpractice

- proper MLA citation methods using tools such as Citation Machine, EasyBib, Purdue Owl, etc.
- methods for verifying paraphrasing, quoting and citation methods with tools such as Turnitin.com when submitting work online through Managebac for Diploma students
- the approaches to learning skills of organization, time management, research and critical thinking to complete work in a timely fashion with integrity.

**Consequences for Malpractice:**

**Level One:** first violation of the year

- warning and at the teachers discretion: an alternate assignment to replace the zero
- teacher notifies parents and fills out the Academic Integrity Malpractice Form for IB coordinator
- IB coordinator reviews the Academic Integrity Policy with the student
- the IB coordinator notifies all the student’s teachers of the malpractice

**Level Two:** second violation of the year

- zero grade
- student completes a written Academic Integrity Reflection, parent receives a copy
- IB coordinator notifies the Dean of Discipline and a detention is assigned

**Level Three:** third violation of the year

- zero grade
- IB coordinator meets with parents and places the student on Academic Probation
- IB coordinator notifies the Dean of Discipline and an OCPS Referral is submitted

**Level Four:** repeated offenses of the year

- zero grade
- possible dismissal from IB and/or return to home “zoned” school for Magnet students.

*\*Students have the right and responsibility to voice any concerns regarding malpractice directly with the teacher and/or the IB coordinator.*

**Student Agreement**

I have read the IB Academic Integrity Policy. I understand that it is important to demonstrate academic integrity. I know that if I violate the Academic Integrity Policy, I will face the consequences outlined in this policy, which range from failing assignments to dismissal from the IB to becoming ineligible to earn an IB Diploma.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Agreement**

I have read the IB Academic Integrity Policy. We/I understand that academic integrity is very important and agree to support our/my child to demonstrate academic integrity and avoid malpractice. We/I understand that if my child participates in malpractice, he/she will face the above consequences, which range from failing assignments to dismissal from the IB to becoming ineligible to earn an IB Diploma.

Name(s): \_\_\_\_\_ Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_