King-Murphy Elementary
IB World School
Academic Honesty policy

IBO on Academic Honesty

"In the IB community we produce different types of documents and other forms of work, some of which rely on resources by other people. Following good academic practice, it is expected that we appropriately acknowledge any ideas, words, or work of other people." – from Effective Citing and referencing, 2014

Purpose

At King-Murphy Elementary School, in alignment with IB philosophy and the IB mission statement, all teachers, students, and parents are committed to the promotion of academic honesty in the learning process and product(s) of learning. "Academic Honesty is part of being "principled", a learner profile attribute where learners strive to "act with integrity and honesty" as we question, inquire and act (*IB Learner profile review: Report and Recommendation (April 2013*), page 21). (Academic Honesty in the IB Educational Context (August, 2014), page 3)." The purpose of this policy is to define academic honesty at King-Murphy and the principles that will guide our practice.

Student Responsibilities

Students at King-Murphy will:
- Understand that
  - It is okay to use the ideas of others as long as you put them in your own words
  - If using others ideas and words, show respect by giving them credit
  - There is a proper way to record resources (Bibliography and Works Cited)
  - They are becoming life-long independent learners who are responsible for their own academic successes
  - Plagiarism and copyrighting need to be understood and recognizable
- Fully and correctly give credit to all who collaborated to create an idea
- Be principled in the use of digital libraries, digital images or other data acquired with the help of technology (Exhibition Guidelines, 2009)
- Use the MLA format for creating a bibliography
  - Book –Author's Last Name, Author's First Name. *Title*. City of Publication: Publisher, Year Published. Print.
  - Encyclopedia - Author's Last Name, Author's First Name. "Article Title." *Encyclopedia Name*. City: Publisher, Year Published. Page(s). Print.
  - Website- Author's Last Name, Author's First Name. "Article Title."*Website Title*. Website Publisher, Date Month Year Published. Web. Date Month Year Accessed.
  - Newspaper - Author's Last Name, Author's First Name. "Article Title." *Newspaper Title* [City] Date Month Year Published: Page(s). Print.
  - Magazine - Author's Last Name, Author's First Name. "Article Title." *Magazine Title* Date Month Year Published: Page(s). Print.
  - Personal Interview - Last Name of Interviewee, First Name. Type of Interview (Personal Interview, Phone Interview, Skype Interview, etc.). Date.

Teacher Responsibilities

Teachers will:
- Explicitly teach and model the practice of academic honesty
  - Acknowledging the work and ideas of others
  - Properly teach and reinforce the appropriate MLA format for sources being used by students

- o Note taking and paraphrasing techniques
- Provide opportunities for students practice and demonstrate academic honesty
  - o Using different mediums for research topics and showing students how to cite properly
  - o Allowing students opportunities (specific learning engagements) to practice multiple ways of putting ideas into their own words
- Use everyday examples of academic honesty and dishonesty as teachable moments
- Develop essential agreements with students regarding academic honesty Note: mentors and parents should be informed of these agreements (from IBPYP Exhibition Guideline, 2009).
- Use the Media and Technology Scope and Sequence in collaboration with the Media and Tech specialists in the school to create a cohesive vertical articulation of research skills and age appropriate inquiry topics

School Responsibilities

The school community will:
- Maintain a fair and consistent process for teaching academic honesty and dealing academic dishonesty
- Provide a safe environment for students learn and grow, if mistakes are made we learn and grow from them
- Provide professional development, when appropriate, for teaching researching skills
- Inform parent community via website, publications, and Exhibition

Parent Responsibilities

Parents will:
- Develop an understanding of academic honesty, and what that looks like in the PYP Programme
- Collaborate with teachers and staff to promote their child(rens) education
- Ask questions on how they can better support their child(ren)
- Model academic honesty when and where appropriate
- Reinforce the MLA format
- Help their child (ren) access resources for inquiries (personal and school related)
- Encourage independent inquiry and respect their child(ren)'s ownership of the (inquiry) process (from IBPYP Exhibition Guidelines, 2009)
- Not compromise their child(ren) academic honesty and integrity (i.e. research, homework, testing, etc.)

Student Friendly Scenarios

The use of the scenarios from *Academic Honesty in the IB educational context – Primary Years Programme; page 10,* can be used as a tool to help students understand and relate to academic honesty.

Procedures for:

Reporting:

- Teacher/Staff member submits referral to office basket
- Principal retrieves referral from basket. (At minimum, basket is checked at 9:00 am and 1 pm)
- Principal discusses the situation and problem solves with the student or students involved. The principal will use developmentally appropriate techniques so that student(s) are able to learn from the discussion for positive action in the future. Every situation can be a teachable moment

- Principal asks the student(s) to problem solve with a think-it-through sheet.
- Principal assigns a consequence
- Student is sent home with a discipline report for review and signature the day the principal discussed the incident with the student

Recording:

Any incident that is written up will be recorded in Infinite Campus. This information may be pulled at any time in the case of a repeat incident.

Monitoring:

If an individual is found to have been academically dishonest, a plan will be put in place for the individual.

The rights of a Student, if suspected of a breach of academic honesty:

If an incident is reported, the student will be given the opportunity to explain. Their Parents will be notified and their identity will be kept confidential.

Consequences of academic misconduct

Consequences will be dealt with on an individual basis based on the age of the student and The severity of the case. Some examples of consequences could be redoing the work, detention, or suspension.

A Policy on review of the Policy:

This policy is to be reviewed and edited on tri-annual basis at the beginning of each school year.