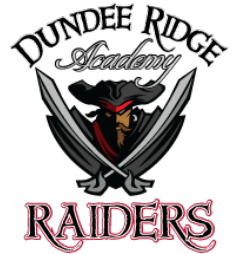

Dundee Ridge Middle Academy
International Baccalaureate Middle Years Programme
Candidate School



**Academic Honesty
Policy**

Dundee Ridge Academy Academic Honesty



What is academic honesty?

IB programmes encourage students to inquire, take action and critically reflect on what they learn and how it affects their attitudes and behavior.

They should be able to:

- make their thoughts and their learning explicit
- show how they have developed their ideas
- demonstrate the views they have followed or rejected.

This is essentially what academic honesty is about— making knowledge, understanding and thinking transparent. Students need to understand that people construct knowledge together. We all must reflect on our roles in furthering knowledge and building understanding. An essential aspect of this is an understanding of academic honesty. Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills.

** Middle Years Programme. MYP: From principles into practice. May 2014. P. 76.*

Role of Stakeholders

To ensure the fidelity of this policy, every member of the DRMA community is a stakeholder who plays a vital role with implementation. Students will need to review this policy and develop an understanding of how to avoid academic dishonesty. They need to advocate for themselves to inquire and ask questions when they need assistance with referencing. Teachers are responsible for implementing the policy and helping students obtain basic citation skills. They need to be a role model in their classroom and ensure they follow proper referencing practices. Support staff and administration will be responsible for holding students and teachers accountable as well as providing a consistent, safe environment for students to practice authentic authorship. Parents also play a vital role in the implementation of this policy by helping students understand the expectations and importance of academic honesty.

What does the International Baccalaureate (IB) expect of academically honest students?

The IB expects students to be, in all aspects of school, work and play:

- Inquirers
- Principled
- Thinkers.

Academic honesty connects with the IB learner profile, which is the IB's mission translated into a group of learning outcomes for today's students, and links to students' developing competencies in self-management, research and communication. It is common practice in all aspects of life to be inspired by, or to adapt, ideas or work of others.

It is acceptable to build on the work of others and still produce authentic work. However, in an age flooded with shared information and shared opinions, younger learners can find the concept of intellectual property difficult to understand. The key is to guide them in building an understanding that using other people's work is acceptable, but honesty requires them to explicitly give credit to the original author. A student surrounded by a nurturing learning environment will be conscientious and become a lifelong learner acting with integrity in all aspects of life.

Key Terms to help understand the role on academic honesty in the MYP

A. Academic Honesty

Academic honesty is defined as a set of values and skills that promote personal integrity and good practice in learning and assessment. It promotes the principle learner profile and encourages students to produce authentic authorship. Students at DRMA will be encouraged to promote their own ideas and use proper Modern Language Association (MLA) citation.

B. Collaboration

Collaboration is defined as cooperative work with other students on intellectual task. DRMA promotes collaboration as it is a 21st century skill students need to develop. It is expected that as students work in collaborative groups, they practice ethical behaviors and promote academic honesty. Students are only to work collaboratively when instructed to do so. They also need to ensure they implement individual and group responsibilities. One student should not be completing the majority of the task.

C. Citation

A citation is a quotation form or reference to a book, paper, or author, especially in a scholarly work.

D. Summary

A summary is a comprehension and usually brief abstract, of previously stated facts or statements.

F. Reference

To reference is an act or instance of referring.

G. Bibliography/Works Cited

A bibliography is a complete or selective list of works compiled upon some common principle as authorship, subject, or place of publication.

H. Paraphrasing

Paraphrasing is a restatement of a text or passage giving the meaning in another form, as for clearness; rewording.

Forms of Malpractice

E. Cheating

Cheating is defined as the act of using an authorized answer for an advantage in an assessment, homework or classroom situation. Examples of cheating include: copying another student's work, copying answers on a test, using notes during a test when instructed not to.

F. Collusion

Collusion is defined as promoting another student to practice academic dishonesty. This occurs when a student allows others to copy from their tests or assignments.

G. Plagiarism

Plagiarism is defined as representation, intentionally or inadvertently, of the ideas, words or work of another person without proper acknowledgment.

H. Paraphrasing

Paraphrasing is defined as using another person's ideas or works. Although paraphrasing is an acceptable way to source referenced material, it requires proper acknowledgment through citation. Paraphrasing usually occurs when the author's idea or words are rearranged into a smaller format, or clearer statements.

What does Dundee Ridge Academy expect of academically honest students?

As an MYP student at DRMA, how can you demonstrate academic honesty?

- Make your work personal and write using your own "voice".
- Acknowledge help and resources used.
- Allow yourself time to do the work properly.
- Submit work that is authentic as part of the Portfolio presentations and personal/community projects.

Dundee Ridge Academy expects students to do their own homework and to test without using unauthorized help. Students must submit original work for all assignments. We expect students will not cheat. Students are to deny all requests to copy class work, homework and tests.

Students shall not misrepresent test materials, research information, and class work and/or homework assignments as their own. Academic dishonesty includes but is not limited to the following:

- Turning in any work, or part thereof, that is not the student’s own work
- Using electronic devices to cheat, including but not limited to looking up, photographing, recording or texting information
- Copying another student’s work or class assignment
- Copying another author’s work
- Allowing another student to copy your work or your assignment
- Putting your name on another student’s paper/project/work
- Using a “cheat sheet” or any unauthorized piece of writing on a quiz/test
- Giving another student help on an individual quiz/test
- Using any material from the internet without proper citation and appropriate credit
- Tampering with the teacher’s grade records or tests (this offense is suspendable or expellable)
- Stealing and/or selling quizzes or exams (this offense is suspendable or expellable)

The classroom teacher is responsible for determining if cheating has occurred.

Polk County School Board Code of Conduct will be followed for all offenses.

Citation Examples: MLA Format

A. Book

Author (Last,First M.). Title. City of Publication: Publisher. Date of publication. Smith, Adam. The Purple Dress. Boston: Pearson, 2010

B. Website with author

Author (Last, First M.) “Article Title.” Website Title. Website Publisher, Date Published. Website. Date website was accessed.

Smith, John. “Florida Historic Locations.” Visit Florida. USA Travel, 2012. www.visitflorida.com. 20 April 2016.

Citation Checklist

When you have used an author’s exact words, have you put “quotation marks” around the quotation and named (cited) the original writer? (If you indent your quotation(s), quotation marks are not needed, but the author must still be cited; have you cited your indented quotations?)	
When you put someone else’s thoughts and ideas in your own words, have you still named (cited) the original author(s)?	
When you use someone else’s words or work, is it clear where such use starts—and where it finishes?	
Have you included full references for all borrowed images, tables, graphs, maps, and so on?	
Print material: Have you included the page number(s) of print material you have used (especially important with exact quotations)?	
Internet material: Have you included both the date on which the material was posted and the date of your last visit to the web page or site?	
Internet material: Have you included the URL or the DOI?	
For each citation in the text, is there a full reference in your list of references (works cited/ bibliography) at the end? Is the citation a direct link to the first word(s) of the reference?	
For each reference in the list of references (works cited/bibliography) at the end, is there a citation in the text? Do(es) the first word(s) of the reference link directly to the citation as used?	
Is your list of references (works cited/bibliography) in alphabetical order, with the last name of the author first?	

***For more information, please view the publication Academic honesty in the IB educational context at <http://www.ibo.org/myib/digitaltoolkit/brochuresflyersposters>*

Bibliography

International Baccalaureate Organization. Academic honesty in the IB educational context. Cardiff: International Baccalaureate Organization, 2014, updated 2016.

International Baccalaureate Organization. MYP: From Principles into Practice. Cardiff: International Baccalaureate Organization, 2014.