



Carson Graham Secondary IB World School Academic Integrity Policy

Policy Date: January 30, 2024

Philosophy:

As the IB Learner Profile is the foundation of the International Baccalaureate Programme, so shall it be the cornerstone of Carson Graham Secondary School's Policy for Academic Integrity.

In our efforts to promote academic integrity specifically and personal integrity overall, we encourage our students to embody the attributes of **Learner Profile**:

- **Principled** - "act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, group and communities"
- **Inquirers** - "nurture their curiosity and develop the skills for inquiry and research"
- **Knowledgeable** - explore concepts, ideas and issues
- **Open-minded** - seek and evaluate a range of points of view

"**Academic integrity** is a set of values and skills that promote the 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" (*MYP: From Principles into Practice*, 2022, pg 77).

Policy on Generative AI:

It is expected that Carson students will demonstrate their own learning with authentic work because thinking, communication, research and self-management skills are essential **Approaches to Learning** (core competencies).

At Carson, we are committed to using AI technologies in an ethical, transparent and responsible manner. We promote clear and consistent expectations. Students are not allowed to use AI text, images, code or tools when completing their assignments, unless given explicit permission by a specific teacher in a particular course.

Work that is generated by an AI program should be cited like any other reference material. This ensures that students practice and demonstrate their research skills. We reserve the right to use AI checking software to determine if students have submitted their own work. If a student submits work that is not their own, they will be subject to the terms of the academic integrity policy. The student's grade and age will be taken into account when determining consequences.

Student's Roles and Responsibilities:

The academically honest student:

DOES

- Document all source material consistently in a standard style of referencing (APA or MLA)
- Use direct quotations and paraphrase appropriately
- Respect others' intellectual property by abiding by copyright laws
- Understand what constitutes academic dishonesty
- Understand the consequences of academic misconduct



- Acknowledge explicitly and appropriately help provided by another person
- Follow all exam rules
- Act with integrity

The academically honest student:

DOES NOT

- Plagiarize by copying material from a published source, another student or AI
- Give another student his/her work to copy
- Use notes during a test unless allowed by the teacher or permitted by the examination rules
- Submit assignments written by someone else or AI
- Present other's/AI generated work in any medium (images, music, film, etc.) as their own
- Engage in any behavior that gains an unfair advantage over others

Examples of malpractice

- Plagiarism: taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it as your own
- Copying: taking work from another student or AI and submitting it as your own
- Exam cheating: communicating with another student in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage
- Duplication: submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved
- Falsifying data: creating or altering data rather than collecting authentic data
- Collusion: helping another student to be academically dishonest

Parents' Roles and Responsibilities:

- Model ethical use of information
- Review the policy
- Support students in developing the skills and understanding of academic honesty and personal integrity

Ignorance of the standards related to academic honesty and student integrity is not an excuse for dishonesty, plagiarism and malpractice.

School's Roles and Responsibilities:

Students will receive cohesive, comprehensive and direct instruction through courses from our Teacher-Librarian in information literacy and the research process including:

- Accessing, analyzing, selecting & organizing information
- Synthesizing & communicating information
- Evaluate & reflecting
- The rules and purpose for acknowledging source material in both Modern Language Association (MLA) style and American Psychological Association (APA) style



Procedures and Practices:

a) Consequences for academic misconduct

The faculty at Carson Graham chooses to focus on implementing positive behavior supports aimed at teaching and fostering academic honesty and student integrity. Students who either **intentionally or accidentally** engage in behavior that gains an unfair advantage over others will be subject to consequences based on the student's age and grade.

1. **The first time you are suspected of being dishonest in an academic or non-academic course**, your teacher will inform your grade counsellor who will start an electronic file of the details of your dishonesty. The file will remain open until you leave Carson Graham. The consequences of your actions will be non-punitive. You will be taught how to correct your behaviour by an appropriate staff member. Parents/guardians will be notified by your teacher.
2. **If again you are suspected of being dishonest**, your counsellor will involve the grade administrator who will review the details of your electronic file and decide on appropriate consequences. Parents/guardians will be notified by your Administrator. At this point, you may become exempt from awards and scholarships. Repeat offences may also include suspension or withdrawal from a class.

Essential Agreements

When faced with a situation that is not included in the above list, Carson Graham teachers will seek further clarification and guidance from school Administration.

IBO Programme Standards:

Culture 3.1: The school implements and reviews an academic integrity policy that makes the school's philosophy clear and is aligned with IB guidelines.

Culture 3.2 The school clearly describes in its academic integrity policy the rights and responsibilities of all members of the school community what constitutes good practice and misconduct, and the actions that are to be taken if there are transgressions.

Culture 3.3: The school articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals: honesty, trust, fairness, respect and responsibility.

References/Additional Resources/Links to Further Information:

IB Academic Integrity Policy. (2023). International Baccalaureate Organization. Retrieved December 7, 2023, from ibo.org/globalassets/new-structure/programmes/shared-resources/pdfs/academic-integrity-policy-en.pdf

IB Learner Profile. (2013). *International Baccalaureate*. Retrieved December 7, 2023, from ibo.org/contentassets/fd82f70643ef4086b7d3f292cc214962/learner-profile-en.pdf

MYP: From Principles into Practice. (2022). Cardiff, Wales: International Baccalaureate Organization.

Policy Review Procedures and Date



Policy is reviewed yearly by school staff. (January 30, 2024)