



## Carson Graham Secondary IB World School Academic Integrity Policy

Policy Date: January 2020

### Philosophy:

Academic integrity is “a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals.” It is “the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.” (*Academic Integrity*. IBO, 2019, pg3.)

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.

The faculty at Carson Graham aims to develop in our students the attributes of the IB Learner Profile. In our efforts to promote academic integrity, we encourage our students to be:

- Principled - “act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, group and communities.” “[T]ake responsibility for their own actions and the consequences that accompany them”
- 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
- Risk takers - explore new ideas with resourcefulness and resilience (IB Learner Profile, 2014)

**Academic integrity** “is a set of values that promotes personal integrity and good practice in learning and assessment and...is part of approaches to learning. The IB recognizes that academic honesty is influenced by factors that include peer pressure, culture, parental expectations, role modeling and taught skills” (*MYP: From Principles into Practice*, 2008, pg 101).

### Applicable IBO Standard:

#### Standard C3: Teaching and learning

Teaching and learning promotes the understanding and practice of academic integrity.

Teaching and learning supports students to become actively responsible for their own learning.

Teaching and learning fosters a stimulating learning environment based on understanding and respect.

Teaching and learning develops the IB learner profile attributes.

### Student’s Roles and Responsibilities:

The academically honest student:

- Produces legitimate, authentic and honest scholarly work
- Documents all source material consistently in a standard style of referencing
- Uses direct quotations and paraphrases appropriately
- Respects others’ intellectual property by abiding by copy write law
- Understands what constitutes academic dishonesty



- Understands the consequences of academic misconduct
- Acknowledges explicitly and appropriately help provided by another person
- Follows all exam rules
- Acts with integrity

The academically honest student:

DOES NOT

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

### School's Roles and Responsibilities:

Students receive cohesive, comprehensive and direct instruction through their courses and our Teacher-Librarians 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

Examples of malpractice

- Plagiarism: taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as your own
- Copying: taking work from another student, with or without his or her knowledge, 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
- Collaboration- "working together on a common aim with shared information, which is an open and cooperative behavior that does not result 'allowing one's work to be copied or submitted for assessment by another'" (*Diploma Programme: Academic Honesty*, 2011, pg.2) with other students is expected and encouraged. However, each student may be responsible for their own written work. When this is the case, if one student copies the work of another, this represents collusion
- Any other behavior that gains an unfair advantage for a [student] or that affects the results of another [student] (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a [community and service] record).



### Parents' Roles and Responsibilities:

- Model ethical use of information
- Review the policy yourself and with your child
- Support students in developing the skills and understanding of academic integrity
- Support students to make ethical decisions and to behave ethically
- Support students in the production of legitimate, authentic and honest scholarly work

### Procedures and Practices:

#### a) Consequences for academic misconduct

While 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, including academic dishonesty or malpractice, will be subject to consequences as follows:

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 at this point will be non-punitive. You will be taught how to correct your wrongdoing by the appropriate staff member. Parents/guardians will be notified by your teacher.
2. **If again you are suspected of being dishonest in an academic or non-academic course**, 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 or program.

#### b) Resources for sourcing materials can be found on the Carson Graham library website:

<http://libguides.sd44.ca/CarsonGrahamLibrary/>

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

### Links to other policies:

Assessment Policy  
Special Education Policy  
Language Policy

### 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.

### References/Additional Resources/Links to Further Information:

North Vancouver School District – International Baccalaureate Program



*Academic Integrity.* (2019). International Baccalaureate Organization. Retrieved January 14, 2020 from <https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf>

*Diploma Program Academic Honesty.* (2011). International Baccalaureate Organization. Retrieved April 10, 2014, from [http://occ.ibo.org/ibis/occ/Utils/getFile2.cfm?source=/ibis/occ/home/searchresults.cfm&fileName=general/specific\\_interest/malpractice/g\\_0\\_malpr\\_sup\\_1107\\_1\\_e.pdf](http://occ.ibo.org/ibis/occ/Utils/getFile2.cfm?source=/ibis/occ/home/searchresults.cfm&fileName=general/specific_interest/malpractice/g_0_malpr_sup_1107_1_e.pdf)

*IB Learner Profile.* (2013). International Baccalaureate. Retrieved April 11, 2014, from <http://www.ibo.org/myib/digitaltoolkit/files/pdfs/learner-profile-en.pdf>

*MYP: From Principles into Practice.* (2008). Cardiff, Wales: International Baccalaureate Organization.

**Policy Review Procedures and Dates:** Updated January 2020