



## **Academic integrity Policy PYP & MYP**

Honest behavior is an expectation for all students in the Alhambra Elementary School District. The purpose of this policy is to create and maintain an ethical atmosphere. Global Academy of Phoenix (GAP) encourages a desire in our students to contribute positively to our learning community, to become information literate, and to practice ethical behaviors in regards to information and information technology. All students are expected to exercise good faith in the submission of research-based work and to document accurately regardless of how the information is used or regardless of the format used. Plagiarism, in any form, is unethical and unacceptable.

According to the IB, academic honesty is seen as, “a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment” (IB, 2011).

### **Objectives of the Academic Honesty Policy**

Provide examples of academic malpractice.

Provide examples of effort to prevent violations (malpractice) of the policy.

Define roles and responsibilities for the principal, staff, students, and parents in preventing dishonesty in academia.

Explain consequences determined by the district and the school to students found guilty of malpractice

### **Examples of Academic Malpractice**

Academic malpractice is, “behavior that results in, or may result in, the student gaining unfair advantage in one or more assessment component” (IB, 2011). The types of malpractice and the examples are not intended to be a comprehensive list. Global Academy of Phoenix reserves the right to identify behaviors not listed as malpractice.

**Plagiarism** - presenting someone else’s ideas or work as his/her own. This also applies to work other than text. It is important that students know the correct way to use parts of another’s piece of work in their assignments so as to not intentionally or unintentionally plagiarize.

**Examples:**

- Any work that is not his/her original work and is not cited and referenced appropriately
- Handing in work that is not his/her own
- Failing to identify sources of portions of nonverbal work (painting, dance move, photos, musical piece) that he/she has taken for use in their piece
- Using translators for language wherein he/she has not had permission.

**Collusion** - When one student allows individual work to be copied by another student or any form of promoting malpractice by another student.

**Examples:**

- Allowing his/her work to be copied and/or turned in by another
- Sharing content and questions of an assessment with others
- Doing homework for another student, or sharing homework with students who take the class in the future
- “Doing all the work” or not doing his/her fair share in a collaborative group

**Duplication of work** - When the same assignment is turned in more than once for different classes or years. All work needs to be newly created at the time assigned.

**Unfair advantage** - Any behavior that gives unfair advantage to the student or affects the results of another student.

**Examples:**

- Impersonating another
- Bogus citations
- Sharing passwords or hacking
- Sharing information about assessments
- Using unauthorized material (cheat sheets, cell phones,...)

**Other forms of malpractice -**

- Altering corrections or scores with the intent of a grade change

- Misrepresenting themselves by saying that the work was turned in when it was not (including online assignments)
- Missing a class so as not to have to turn in an assignment

### **Preventing Malpractice**

Global Academy of Phoenix strives to prevent malpractice, not just punish malpractice, by promoting good practice and setting consistent protocols across the campus.

We model and encourage academic honesty.

Encourage students to be courageous and ask for assistance when needed and when appropriate.

We take a student-centered, inquiry-based approach to learning.

We monitor understanding of concepts and mastery of skills and provide support in areas of need.

### **Roles and Responsibilities of the Global Academy of Phoenix (GAP) community for encouraging academic honesty**

Our school community upholds the district's values of: being ethical, having integrity, showing respect, and taking responsibility for one's own actions. GAP staff seeks to develop a positive school culture where we focus on the learner profile attributes and where best practices of academic honesty will be taught, modeled, and expected.

Implementing this academic honesty policy is a collaborative effort of the leadership team, staff, students, and parents. Each member of the school community, though, does have specific roles and responsibilities.

Global Academy of Phoenix encourages academic honesty through the practice of the IB Learner Profile Attributes:

**Principled:** Students act with integrity and honesty when creating and submitting personal work.

**Communicators:** Students collaborate, listen, speak, and write with clarity while effectively communicating credit for novel ideas and information.

**Knowledgeable:** Students develop and apply foundational understanding of effective academic integrity practices.

**Caring:** Students demonstrate respect for the ideas and creations of others by following academic integrity practices.

**Reflective:** Students review and analyze personal academic actions and celebrate or correct as needed.

### **Principal and IB Coordinator**

- Lead the creation, adoption, and review of the academic honesty policy.
- Communicate the meaning, examples of malpractice, and consequences for not adhering to academic honesty with the staff and students.
- Help set standards with teachers for grade level appropriate practice of citing sources for verbal (text) and non-verbal assignments.
- Investigate any reports of malpractice.
- Ensure that the academic policy is consistently followed.

### **Teachers and Staff**

- Implement the school's academic honesty policy.
- Explicitly teach and model Approaches to Learning self-management, research, communication, thinking, and social skills.
- Explicitly teach and model students what acceptable academic behaviors are and are not, ie. what is acceptable collaboration and when does it become collusion.

### **Students**

- MYP will use a consistent MLA citation convention for written and non-written pieces of work.
- PYP will use a modified MLA citation format and practices appropriate for each grade level.
- Model and expect academic honesty in all presentations of lessons, example work, etc.
- Give students enough time to complete work so as to lessen the temptation of malpractice.
- Appropriately accommodate and/or modify assignments for identified students.
- Report students and document malpractice with a referral to their administrator.
- If students are found guilty of malpractice, notify parents of the malpractice.
- If there are instances of malpractice, have the students reflect on their part in the

offense.

- Take ownership for all lessons, content, and activities in accordance with GAP's level of high expectations.
- Practice the Approaches to Learning self-management, research, communication, thinking, and social skills.
- Review work before turning it in to see that all evidence is cited and referenced.
- Take responsibility for turning in authentic work.
- MYP students use the school's chosen MLA citation convention for all written work.
- PYP students will use a modified MLA citation format and practices appropriate for each grade level.
- Ask for help and clarification when needed.
- Report instances of malpractice to teacher or administrator.
- Practice time management to allow enough time to complete work so as not to feel tempted into malpractice.
- Understand that when you put your name on a piece, you are claiming it is your authentic work.
- If you have an instance of malpractice whether or not it was intended, complete the reflection process with your teacher.

### **Parents**

- Encourage your children to practice academic honesty.
- Encourage your children to practice and prepare to avoid the stress and temptation of malpractice. .
- Support your child in the learning process, but do not do the work for them.

### **Repercussions**

In the event of malpractice, the protocol will be:

- 1st offense - warning - written reflection - teacher discretion on consequence
- 2nd offense - parent conference - notification to administration
- 3rd offense - parent conference - referral to administration - administration discretion on consequence

Approved on 08/14/19 IB Implementation Team School Administrators

Reviewed September 2021  
Reviewed September 2022  
Reviewed September 2023  
Reviewed September 2024  
Next Review: September 2025

## **References**

*Programme Standards and Practices*, 2014

IB Coordinator Support Materials, 2014

Academic Honesty Policy for Kyrene Middle School Academic Honesty Policy for Quail Run Elementary