



## ACADEMIC INTEGRITY POLICY

This document is to be read and signed by all students who participate in the IB Diploma Programme at R.E. Mountain Secondary School and their parent/guardian. Students taking Theory of Knowledge (TOK) will return the completed Academic Honesty Contract to their TOK teacher. Course students will return it to the IB Coordinator.

### Background & Philosophy

The IB Learner Profile is the foundation of the Diploma Programme; it is also the cornerstone of R.E. Mountain Secondary School's Academic Honesty Policy. In our efforts to maintain and uphold academic integrity, the faculty encourages our students to be:

- Inquirers, who acquire the skills necessary to conduct inquiry and research
- Knowledgeable, who explore concepts, ideas and issues
- Principled, who act with integrity and honesty and take responsibility for their own actions
- Open-minded, who are accustomed to seeking and evaluating a range of points of view, and
- Risk takers, who are brave and articulate in defending their beliefs.

These qualities, when applied to learning and student work, will establish skills and behaviours that support good practices to be found in the classroom, in homework and in examinations. The good practices are introduced, modeled, and used across the Diploma Programme classrooms. These practices are also clearly articulated via the Diploma Programme Parent & Student Handbook, the Extended Essay classes, the Extended Essay Parent and Student Contract and the IB Parent Information Evenings.

### Instructional Support

In a cohesive and comprehensive way, students will receive direct instruction in the following areas through our Teacher Librarian, the Extended Essay Coordinator, and the appropriate subject area teacher:

- The rules for acknowledging source material based on standard practice (regarding proper citation styles required)
- Research writing techniques
- Ethical data gathering techniques including surveying and the use of academic data bases for research
- Using peer-reviewed sources to support their writing
- The planning, preparation and execution of research writing assignments
- Considering bias, limitations, and credibility of source material
- Preparing an annotated bibliography to support research choice

## Expectations

Our expectations and best practices are set out below:

### The academically honest student:

#### DOES

- cite all source material in a formal and appropriate manner
- ensure that all directly quoted material and ideas taken from others are properly cited
- understand the concept of plagiarism
- understand the consequences of cheating regarding both school-based work and external examinations and assessments
- follow all academic protocols related to exams, external assessments and internal assessments
- Ensure that all collaborative work is individually written in their own words

### The academically honest student:

#### DOES NOT

- copy the internal assessment work of other students
- copy text from any source without proper citations
- give another student their work to copy
- use notes or technology during a test unless allowed by the teacher or permitted by the examination rules
- do homework or anything that is to be assessed for another student
- falsify data
- use electronic translators for any assessed work
- present material written by another student as their own
- purchase and/or submit pieces written by someone else
- write essays for other students
- explicitly reproduce artistic or creative work and claim it as original work

## Definition of Malpractice

**Malpractice is any behaviour that may result in the candidate personally gaining an unfair advantage in one or more assessment components. Malpractice includes:**

**Cheating** is defined as using dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests or homework.

**Plagiarism** is defined as stealing and passing off the ideas and words of another as one's own and/or using a created production without crediting the source. This includes submitting computer generated translations as one's own work.

**Collusion** is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.

**Duplication of work** is defined as the presentation of the same work for different assessment components and/or diploma requirements.

Any instances of malpractice are serious offences and as such, do not reflect the high standards of character, citizenship and integrity that are highly valued at R.E. Mountain Secondary School. Academic misconduct of any kind undermines the learning environment and will not be tolerated at R.E. Mountain Secondary School.

### Consequences of Malpractice

Violations of academic honesty will be divided into three levels. These levels are determined by the significance of the assessment component and pre-meditation by the student.

**Level One:** Level One violations will be dealt with within the individual classroom. The subject teacher will connect with the student regarding the violation and the violation will be reported to the IB Coordinator. The subject teacher will also contact the parents by phone or email. The IB Coordinator will then meet with the student to issue a formal warning regarding the violation.

#### **Level One violations include (but are not limited to):**

- copying homework from another student or an online source
- looking at another's test or quiz
- letting another student look onto their test or quiz
- using other secretive methods of receiving or giving answers on a test or quiz
- taking information from another source (including AI) that is not properly cited
- working with others on an assignment that was meant to be done individually

**A second Level One violation will be considered a Level Two violation and will be dealt with accordingly.**

**Level Two:** Level Two violations are severe and will be dealt with by the teacher, the IB Coordinator and the administration. Parents will be required to attend an in-person meeting regarding the violation in these situations.

#### **Level Two violations include, but are not limited to:**

- copying papers from the Internet, AI, other publications, or other students
- purchasing and/or submitting internal and external assessments that are the intellectual or creative property of others
- taking any part of a test or quiz to use or give to others including photos or digital copies of the assessment

These violations are considered theft; therefore, any student who is guilty of a Level Two violation will receive a zero on the suspect assignment but must still meet the minimum requirements of the course by rewriting the assignment according to teacher specifications. The points on this assignment will not be added to the student's IB score. Further consequences may include suspension from the class or school activities and removal from the IB Diploma Programme.

**Level Three:** Level Three violations are extreme and will be dealt with by the Administration of the school.

#### **Level Three violations include [but are not limited to]:**

- stealing examinations, being in possession of examinations not distributed by a school-based teacher or distributing exam materials to others
- altering grades on a computer database

Sanctions include [but are not limited to] removal from the IB Diploma Programme and from R.E. Mountain Secondary School.

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Note: Parts of this document itself are a modification of policies currently used at R.E. Mountain Secondary School as well as in IB Schools around the world. Principle outside sources include Carson Graham Secondary School, East Hartford High School, and Beijing City International School.

*This policy was developed in consultation with the IB subject teachers, the Head of school and the IB coordinator of R.E. Mountain Secondary School. It will be reviewed along with other policies during IB staff meetings and may be adjusted as the needs and/or profile of the Programme changes. It is posted on the school website under IB Program Overview. The most recent review was conducted on September 14, 2023.*

## ACADEMIC HONESTY CONTRACT

Please read the following statements. Write your name and date in the spaces provided and then sign the contract.

### STUDENT to sign and date:

**I certify that ALL of the following are true:**

I have read and the R.E. Mountain Secondary School IB Academic Honesty Policy and fully understand it. I understand and accept the definition and consequences of malpractice as presented in this document. If I am unsure about whether something constitutes plagiarism, I will consult my teacher BEFORE I submit an assignment.

I promise to submit only authentic, original work that is my own, and to acknowledge fully all sources used or referred to in my work. As a student in the IB Program at R.E. Mountain Secondary, I will act in a responsible, principled and ethical manner.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PARENT/GUARDIAN to sign and date:

**I certify that the following statement is true:**

I have read the R.E. Mountain Secondary School IB Academic Honesty Policy and fully understand it. I understand and accept the definition and consequences of malpractice as presented in this document.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_