



# Academic Honesty Policy

## Introduction

The IB Learner Profile calls on students to be principled and to conduct themselves with integrity, honesty, and fairness. All assignments and assessments must be the authentic work of the student. When using the work or ideas of another person, a student must properly acknowledge the source(s).

## Definitions of Academic Misconduct

*(from IB General Regulations: Diploma Programme)*

<b>Plagiarism</b>	The representation of the ideas or work of another person as the student's own without proper acknowledgement
<b>Collusion</b>	Supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another
<b>Duplication of Work</b>	The presentation of the same work for different assessment components and/or IB Diploma requirements
<b>Unfair Behavior</b>	Any other behavior that gains an unfair advantage for a student or that affects the results of another student such as, but not limited to, falsifying reports or data, sharing or receiving information about the questions on a quiz or test, and using unauthorized materials or devices during an exam

## Examples of Academic Misconduct

*(from IB General Regulations: Diploma Programme)*

<b>Plagiarism</b>	Copying text without any attempt to acknowledge the source(s). This includes orals, graphs, illustrations, and data. Copying a work of art without acknowledgement. Translating text into another language without acknowledgement.
<b>Collusion</b>	One student allowing another student to copy all or part of his/her work.
<b>Duplication of Work</b>	A student submits the same or a very similar piece of work for history internal assessment and for an extended essay in history
<b>Unfair Behavior</b>	Fabrication of data. Taking unauthorized material into an exam. Using an unauthorized calculator. Producing work that includes offensive or obscene material. Conducting experiments without consent of participants. Falsifying records for CAS.

# School Procedures for Academic Misconduct

A student will receive a 0 (zero) for the assignment or exam. The teacher will notify the parent(s), IB coordinator, counselor, and administration. A conference will be conducted to determine whether or not the student is fit to remain in the program. If the assignment is an IB assessment, then the work will not be submitted to the IB, and no IB grade will be awarded for the applicable subject. A record of the offense will be kept in the student's school file.

## IB Procedures for Academic Misconduct

*(from IB General Regulations: Diploma Programme)*

It is ultimately the student's responsibility to ensure that all work submitted for assessment is authentic with sources properly acknowledged. If a student is suspected of academic misconduct after declaring the work is his/her own and is the final version, then the school is required to carry out an investigation and provide the IB with pertinent documentation including statements from the teacher, the coordinator, and the student. Additionally, the school should conduct an interview with the student. If the IB final award committee decides it is a case of academic misconduct, then no grade will be awarded in the subject, and no IB Diploma will be awarded.

## Properly Acknowledging Your Sources

To help prevent malpractice, refer to the *MLA Handbook for Writers of Research Papers, 7<sup>th</sup> Edition*, which is a widely used format in high schools and colleges. For additional guidance, visit the OWL Purdue site <https://owl.english.purdue.edu/owl/resource/747/05/>.

Teachers will also provide assistance on how to avoid malpractice in their subjects. *Turnitin.com* is used by teachers to authenticate student work.

The examples below use the MLA format to properly acknowledge a variety of sources on a works cited page.

### Books in Print

#### Author, none

***Title of Book. City of Publication: Publisher, Copyright Year. Medium of Publication.***  
*Tanakh: A New Translation of the Holy Scriptures According to the Traditional Hebrew Text.*  
Philadelphia: Jewish Publication Society, 1985. Print.

#### Author, one

***Author. Title of Book. City of Publication: Publisher, Copyright Year. Medium of Publication.***  
Meyer, Stephenie. *Twilight*. New York: Little, 2005. Print.

## Periodical Print Publications

### Article in a magazine

**Author. "Title of Article." *Title of Magazine* Date of Publication: Pages of Entire Article. Medium of Publication.**

Garlock, Jody. "6 Ideas for Laid-Back Living." *Better Homes and Gardens* June 2010: 51-55. Print.

### Article in a scholarly journal

**Author, "Title of Article." *Title of Journal* Volume Number.Issue Number (Date of Publication): Page Numbers of the Entire Article. Medium of Publication.**

Murray, Michael T. "Diabetes: Drug-Free Options." *Better Nutrition* 72.7 (2010): 32-33. Print.

## Web Publications

### Nonperiodical publication found only on the web

Use this format to cite most web sites, most online magazines and newspapers, articles from *Encyclopedia Britannica Online School Edition* and *World Book Student Online*.

**Author. "Title of Article." *Title of Web Site*. Publisher, Publication Date. Medium of Publication. Date of Access.**

Heithaus, Michael R. "Tiger Shark." *World Book*. World Book, 2010. Web. 13 Oct. 2010.

**Author, "Title of Article." *Title of Web Site*. Sponsor of the Site, No Publication Date so put n.d. Medium of Publication. Date of Access.**

Gardner, Emily. "Hawaiian Monk Seal." *Hawaii's Marine Wildlife: Whales, Dolphins, Turtles, and Seals: A Course of Study*. EarthTrust, n.d. Web. 22 July 2010.

### Nonperiodical work on the web, cited with print publication data

This method of citation can be used for a book or a print document that has been scanned and put in a database, for EBSCO Host articles that come from reference books in their database, and for nonperiodical work on the web that also appears in print, but not in a database.

**Author. "Title of Article." *Title of Reference Book*. City of Publication: Publisher, Copyright Year. *Title of the Database*. Medium of Publication. Date of Access.**

Nordin, Hans. "Northern Pike (*Esox Lucius*)." *Ice Fishing*. Broomall: Mason Crest, 2003. *MAS Ultra - School Edition*. Web. 22 Aug. 2010.

## Periodical Publications in an Online Database

**Author. "Title of Article." *Title of Journal* Volume Number.Issue Number (Date of Publication): Pages of Entire Article. *Title of Database*. Medium of Publication. Date of Access.**

Newell, Ciarán. "Early Recognition of Eating Disorders." *Practice Nurse* 39.12 (2010): 20-25. *Academic Search Premier*. Web. 22 Aug. 2010.

**Author. "Title of Article." *Title of Magazine* Publication Date: Pages of Entire Article. *Title of Database*. Medium of Publication. Date of Access.**

Rushin, Steve. "Dumbest Sports Moments." *Sports Illustrated* 27 Sept. 2004: 173-174. *Mas Ultra - School Edition*. Web. 6 Oct. 2010.

Murray, Michael T. "Diabetes: Drug-Free Options." *Better Nutrition* 72.7 (2010): 32-33. Print.



# Academic Honesty Policy Agreement

I have read, understand, and accept Henry J. Kaiser High School's *Academic Honesty Policy*. I understand that this agreement remains in effect during the entire time I am enrolled at Kaiser High School.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_  
Date

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_  
Date

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_