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)

Plagiarism	The representation of the ideas or work of another person as the student's own without proper acknowledgement
Collusion	Supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another
Duplication of Work	The presentation of the same work for different assessment components and/or IB Diploma requirements
Unfair Behavior	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)

Plagiarism	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.
Collusion	One student allowing another student to copy all or part of his/her work.
Duplication of Work	A student submits the same or a very similar piece of work for history internal assessment and for an extended essay in history
Unfair Behavior	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 acknowledge. 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 Sources
(from Effective Citing and Referencing – IBO)

As creators/authors, we are expected to acknowledge any materials or ideas that are not ours and that have been used in any way, such as quotation, paraphrase or summary. The term "materials" means written, oral or electronic products, and may include the following.

• Text	• Visual	• Audio	• Graphic
• Artistic	• Lectures	•Interviews	• Conversations
• Letters	• Broadcasts	• Maps	

Basic and common knowledge within a field or subject does not need to be acknowledged. However, if we are in doubt whether the source material is common knowledge or not, we should cite!

When we acknowledge the use of materials or ideas that are not ours, the reader must be able to clearly distinguish between our own words, illustrations, findings and ideas and the words and work of other creators. In written work, we should cite in the text where we have used an external source. The inclusion of a reference in a bibliography (works cited/list of references) at the end of the paper is not enough. In other forms of work (music, video, artistic pieces), we are expected to acknowledge use of external sources appropriately. In presentations we can provide our audience with a handout of our references, or list our sources on the final slide(s). During an oral presentation, we can acknowledge the sources we are using by the use of phrases, for example, "As Gandhi put it ..." or "According to ...". In a presentation supported by posters or slides, we can include short or full references on the slides; if short references are made on the slides, then we should again provide a full list of references on a handout or on the final slide(s). We can include references or acknowledgments of other people's work in the final credits of a film. A piece of music can be accompanied by program notes indicating influences and direct sources. Art on display can be labeled or captioned.

Documentation

(from Effective Citing and Referencing – IBO)

Documentation is the stylized process of indicating sources in the text (citation) **and** giving full details (references) to enable another reader to locate the sources.

A style guide is a published manual that gives guidance on citation and references to help ensure that our documentation is expressed consistently, and that we include all the elements needed for our sources to be identified. As well as advice on citations and referencing, many published style guides give advice on spelling, abbreviations, punctuation, and so on. Many also give guidance on research and on the general writing process.

Style guides in common use in the academic world include the following.

- MLA (Modern Language Association)
- APA (American Pyschological Association)
- Harvard
- Chicago/ Turabian
- CSE (Council of Science Editors)
- ISO 690 (International Organization for Standardization)

Additional Support

For a comprehensive yet user-friendly resource for properly acknowledging sources, please refer to the IB's publication, *Effective Citing and Referencing*, which can be found at kaiseribdp.org/extended-essay. Teachers also provide assistance with these concepts. *Turnitin.com* is used by teachers to authenticate student work.

Academic Honesty Policy Agreement

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

Student Name: _____

Student Signature: _____
                                                                          Date

Parent(s)/Guardian(s) Name: _____

Signature(s): _____
                                                                          Date