



DeLand High School International Baccalaureate Programme

Academic Integrity Policy

What is Academic Honesty?

Academic honesty is the expectation that every student at DeLand High School submits work and assessments are a true reflection of his/her own thoughts and abilities. This includes the citation conventions required for each discipline and the acknowledgement of any sources utilized.

Students in the “pre-IB” and IBDP programme must commit to upholding the highest standards of academic honesty and integrity. Responsibility for ensuring that all students are following ethical procedures is twofold: 1) it is the responsibility of the IB subject area teacher to instruct students in how to conduct their academic work appropriately and, 2) *it is the responsibility of the student to follow all guidelines of academic honesty, to avoid academic malpractice and to uphold the IB Learner Profile traits, especially that of being **principled**.*

What is Academic Malpractice?

IB defines academic malpractice as:

“...behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component. Malpractice includes:

- Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate’s own.
- Collusion: this 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: this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
- Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).” (IB)

How can students maintain academic honesty?

Students must:

- Acknowledge ALL sources utilized in the completion of your work. If you are uncertain, cite it.
- Communicate with the teacher regarding the specific citation conventions to be utilized for each assignment.

What are the consequences for Academic Malpractice?

Should a student engage in academic malpractice, one or more the following consequences may occur.

For first time breach of academic honesty policy on school-based assignments including but not limited to daily homework, classwork, research projects and tests.

- Parent will be contacted.
- The teacher may issue a grade of zero (0) on the assignment
- Student may be placed on Academic Probation

For subsequent breaches of academic honesty policy on school-based assignments, for submission of plagiarized work to IB for any assessment and for misconduct during IB examinations:

- A parent-teacher conference will be scheduled to address the concern.
- Student may be placed on Academic Probation
- Possible removal from the IB program at DeLand High School

For diploma candidates who have committed academic misconduct as determined by an investigation conducted by IB:

- Failure to earn the IB Diploma

These consequences may be altered or amended by the IB Coordinator and the DHS administration if the severity of the offense warrants such action.

Support for the Academic Honesty Policy:

In late August the IB Coordinator pushes into the English classrooms for all grade levels (9th-12th) to share the Academic Honesty Policy. Students then share that form and information with their parents and return the Policy Acknowledgement form signed by all parties. Teachers then review this policy throughout the school year as it pertains to individual assignments and assessments. Additionally, DeLand High IB teachers are utilizing turnitin.com to ensure the

authenticity of several significant portions of the IB assessments. Previously we used this software for Extended Essays, but now we are using it for our Theory of Knowledge essays, History and Psychology Internal Assessments and our Extended Essays. We are restricted in the number of accounts we could have by budget.

Responsibilities

1) Students will:

- Maintain academic honesty in all assignments and assessments
- Appropriately cite all sources using the citation conventions specifically asked for by teachers
- Report any violations of the academic honesty policy

2) Teachers will:

- Discuss the academic honesty policy with their students
- Develop, model and sustain practices that support academic honesty
- Be clear with students and parents regarding expectations for academic honesty in course work and assessments
- Contact parents regarding any violation of the academic honesty policy
- Report any breach of the academic honesty policy to the school administration

3) Parents will:

- Discuss the policy and pledge with their child
- Encourage their child to be principled and show integrity by maintaining academic honesty

4) Coordinator will:

- Communicate the guidelines for maintaining academic honesty in assessments and program wide
- Correctly document and contact the appropriate personnel regarding misconduct during external examinations
- Report any breach of academic honesty policy to the school administration

5) Administration will:

- Maintain a school environment that promotes academic honesty
- Ensure that academic malpractice is handled fairly and consistently

Communication of the Academic Honesty Policy:

- DeLand High School's academic honesty policy will be published for parents, students and the community at large to access on the website, in Managebac, and in hard copy.
- A copy of the policy, signed by parent and child, is kept in each student's folder in the IB office.
- The Academic Honesty Policy is also referenced on the Student Statement of Agreement that parents and students sign upon entry to the program as 9th graders.

References

DeLand High School would like to gratefully acknowledge fellow IB World schools Spruce Creek High School and Paxon School for Advanced Studies whose published IB Assessment Policies served in large part as a model for our own.