

Académie Lafayette

MYP and DP Academic Integrity Policy



Académie Lafayette

Academic honesty is a fundamental part of the Académie Lafayette's International Baccalaureate Middle Years and Diploma Programs. At an IB World School, being honest in all academic endeavors is one way in which we demonstrate the Learner Profile attribute of "principled." When students are principled, they show integrity and honesty. Therefore, the Académie Lafayette faculty and staff expect students to avoid all types of malpractice and to act in a responsible and ethical manner throughout their participation in our IB programs.

IB LEARNER PROFILE

Any faculty member, student or parent who is practicing the attributes of the IB learner profile will, by definition, be practicing academic honesty. We encourage learners to be: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective. Principled learning requires students to be honest and ethical in referencing sources of knowledge and ideas in their work.

PURPOSE

In keeping with the mission of the school and requirements of the International Baccalaureate (IB), an Academic Integrity Policy has been agreed to promote, nurture and establish academic honesty as a core principle. The purpose of this policy is to clearly communicate the specific academic honesty expectations of students and to outline how the faculty will work with students to ensure they maintain this ideal. The policy is in place to support faculty, students, and parents in creating a learning community where academic honesty is taught, expected, and practiced.

DEFINITION OF ACADEMIC DISHONESTY (MALPRACTICE)

The IB defines academic misconduct as "behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another candidate is also regarded as academic misconduct." Malpractice includes but is not limited to the following:

plagiarism—this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment

1. Copying what someone else has written without using quotation marks and appropriate citation. There are particular rules, or conventions, about how to cite someone else's work, and those rules must be followed. Examples of acceptable conventions are: MLA, APA, and Chicago. Students should be consistent within a given assignment in the use of one referencing method.
2. Using someone else's ideas or summarizing and/or paraphrasing without using appropriate citation.
3. Just as with printed materials, all internet sources, electronic media, artworks, email messages, and conversations must be cited appropriately.
4. Additional malpractices as outlined and explained by an instructor on a specific course.

collusion—this is defined as supporting academic misconduct by another candidate. Example #1: allowing one's work to be copied or submitted for assessment by another. In this case, both students are

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participating in collusion. Example #2: A group of students working on a homework assignment together when it was assigned as individual work.

duplication of work—this is defined as the presentation of the same work for different assessment components and/or DP core requirements

1. Submitting the same work to satisfy different IB program requirements.
2. As part of an interdisciplinary unit, students may occasionally submit the same assignment to more than one teacher to satisfy varying requirements in different subjects. If this is the case, it should be stated explicitly in the task-specific clarifications provided to students.

misconduct during an IB DP examination (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate)

any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media.)

use of translating software when not requested by the instructor or the assessment task

PROCESS FOR INVESTIGATING ALLEGED MALPRACTICE

When a teacher suspects that a student has committed academic malpractice, they must report the incident to the IB coordinator and appropriate administration.

1. The administrator will investigate and will make a determination as to whether there is sufficient evidence to take action.
2. If there is sufficient evidence to take action, the administrator will:
 - a. Record the incident in the student's academic record
 - b. Report the incident to the head of school
 - c. Contact the parents to arrange a meeting to review the Academic Integrity Policy
 - d. Set guidelines for appropriate completion of the assignment with a timeframe determined by the instructor.
 - e. In cases of academic malpractice, students may not be given a score for the assignment; nor may the assignment be submitted to the IB for assessment. Revised assignments may be marked and/or submitted, assuming that all external deadlines are met.

RESPONSIBILITY OF ACADEMIE LAFAYETTE FACULTY AND STAFF

The IB Coordinator shall:

- Provide a copy of the IB publication “Academic Integrity” to all IB staff members and ensure they have read it and understand and comply with it.
- Communicate expectations of academic honesty to IB staff and students on a regular basis.
- Develop a student guide to academic integrity in accordance with IB expectations and in partnership with the Armour librarian.

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Teachers shall:

- Teach students how to use the words and ideas of others appropriately to support their own oral and written communication: “A safe and encouraging learning environment in which students can explore ideas and make visible the development of their own thinking will support academically honest behaviours and help to instill the values and principles that lie behind such behaviours.” (Academic Honesty in the Educational Context 2019).
- Use Turnitin.com web-based software in accordance with grade-level expectations and as an instructional tool and a plagiarism detection tool. This to ensure that all student work follows the Academic Integrity Policy.
- Structure assignments and tests to minimize the opportunity for student dishonesty and malpractice.
- Read, understand, and comply with the IB’s “Academic Integrity Policy” document as published in October 2019.
- Make students aware of what constitutes academic dishonesty in their respective classes and how it undermines the learning process.
- Make students aware of the consequences of academic dishonesty.
- Be vigilant about preventing and identifying malpractice at all grade levels and subjects.
- Collaborate with the Armour librarian to ensure that classroom practices and instruction align with expectations of research within specific disciplines.

RESPONSIBILITY OF ACADEMIE LAFAYETTE MYP and DP STUDENTS

Students shall:

- Not engage in any form of academic dishonesty at any time.
- Learn and use correct methods of source citation, including for Internet sources, and ask teachers for guidance. Ignorance of standard practice as taught in the program shall not excuse students’ responsibility for proper source citation.
- Ensure that all of the work they submit is authentic.
- Inform a staff member when they are aware that another IB student or students have demonstrated academic dishonesty.
- Work collaboratively only in appropriate circumstances. Students are encouraged to form study groups, but they should always ask their teachers for clarification about what type of collaboration is appropriate before working with other students.

IB’s RESPONSE TO ACADEMIC MALPRACTICE

IB expects that all incidents of academic malpractice will be handled at the school site. The school’s response is outlined above. In addition to an individual school’s policy, MYP and DP candidates’ work is also subject to random checks for plagiarism using a web-based plagiarism prevention service.

In cases where IB examiners suspect malpractice, the following may and/or will occur:

1. IB will ask the coordinator to investigate the circumstances and report to the IB assessment center.
2. IB reserves the right to withhold candidate (or group of candidates) results until the investigation is completed.
3. Cases of suspected malpractice are presented to the final award committee, which assesses the evidence and renders a decision.

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4. Penalties are imposed according to the nature of the offense, never considering the consequences of imposing a penalty, and may include:
 - a. Not awarding a grade in a subject, thus not awarding an IB MYP certificate or DP certificates or diploma; students may retake the exam in a future session, assuming malpractice is not repeated.
 - b. Preventing a student from registering for future exams (in cases of serious malpractice).
 - c. Withdrawing an IB MYP certificate or DP certificate or diploma if malpractice is established subsequently.
5. No form of documentation sent to any school, college, or admissions center shows that a candidate has been found guilty of malpractice. Universities will see, however, that no grade has been awarded for a subject.

This document was created by referencing the following documents:

General Regulations: Diploma Programme 2020

Academic Integrity Policy, IB, October 2019

I have read and fully understand the Académie Lafayette Academic Integrity Policy and agree to comply with it.

Student's Name: _____

Student's Signature: _____ **Date:** ____/____/____

Parent's Name: _____

Parent's Signature: _____ **Date:** ____/____/____