

ASSUMPTION COLLEGE CATHOLIC SCHOOL

MIDDLE YEARS PROGRAMME ACADEMIC HONESTY POLICY



Philosophy and Rationale

The mission statement at Assumption College Catholic school is based on the foundations of “Goodness, Discipline and Knowledge” with over 150 years of academic excellence and achievement. It is expected that our students strive to be Principled in their studies and within the school and global communities. Additionally, our students will be Inquirers, Knowledgeable, Thinkers, strong Communicators, Open-Minded, Caring, take Risks, Balanced and Reflective to develop internationally minded people through their studies as expected in the IB Learner Profile. Assumption College School students will act in a positive manner that reinforces responsible citizenship as well as honesty, excellence and integrity.

Academic Dishonesty and Malpractice

Definitions (from IBO document, Academic Honesty, 2011)

Academic misconduct: 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.

Academic misconduct includes:

Plagiarism: the representation, *intentionally or unwittingly*, of the ideas, words or work of another person without proper, clear and explicit acknowledgement.

Collusion: supporting malpractice by another candidate, 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 Diploma requirements.

Malpractice also includes any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (e.g. taking unauthorised material into an examination room, misconduct during an examination, falsifying a CAS record, misconduct in completing the Personal Project).

Collusion vs. Collaboration

Collusion is when students present work as their own that is, in whole or in part, the result of unauthorized collaboration; is plagiarised due to inappropriate collaboration during work that is designed to be completed individually; involves working with others without permission; or is the product of two or more students working together without official approval. Collusion also includes impersonating another student on exams or final tasks. Collusion is unacceptable.

Collaboration is multiple students actively engaging during the course and creation of a product per the assignment guidelines. Collaboration is working with others towards the same goal with the intentional sharing of ideas through teacher sanctioned groups. Collaboration, when permitted by the teacher, is legitimate and permissible. It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task

Examples of academic misconduct include, but are not limited to: plagiarism, cheating on in-school or at home assignments, etc.

Student Responsibilities:

- Read and acknowledge ACS IB Academic Honesty Policy
- All MYP students must read the Academic Honesty Policy with their parents and or guardians.
- A signed copy of the Academic Honesty Declaration to be submitted to MYP by the 3rd Monday in September.
- Know the consequences of being in breach of IB code of conduct and academic honesty policy.
- Act in a responsible and ethical manner throughout their participation in the middle years programme.
- Must use MLA format for citing and acknowledging original authorship of sources other than the students own words.

School Measures to provide education and support

- Grade assemblies for all MYP students at the start of each semester
- Distribution of Academic Honesty Policy to MYP students.
- Policy document is published on the school website for students, parents and guardians.
- Policy document is published in the IB student handbook.
- Policy document is reviewed yearly with MYP teachers.
- On-going dialogue with IB MYP Coordinator and IB MYP Counsellor.
- It is the school and teacher's responsibility to present academic honesty as a positive value to strive for.
- Teachers in all subject disciplines present appropriate citation styles and referencing using the MLA format.
- MYP Coordinator and teachers in all subject disciplines will provide guidance on distinction between legitimate collaboration and unacceptable collusion.
- Appropriate consequences are administered using progressive discipline.

*Note: Assumption College School has a licence with **turn-it-in.com** and all IB work will be submitted electronically through this forum. Students access and complete assignments using the Google platform and Google Classroom.*

Expectations & Exemplars of Academic Misconduct

- Students are expected to acknowledge any source of materials or ideas which are not their own and have been used in any way such as a quotation, paraphrase or summary. Written or electronic materials may include but are not limited to: visual, audio, graphic, lectures, interviews, broadcasts or maps. Students are to cite sources according to the MLA format in all subject disciplines.
- Malpractice is commonly a case of plagiarism or collusion (please see definitions above). Other examples may include but are not limited to:
 - Taking unauthorized material to an examination room.
 - Leaving and / or accessing unauthorised material in a bathroom/restroom that may be visited during an assessment.

- Misconduct during an examination, including any attempt to disrupt the examination or disrupt candidates.
- Exchanging information or supporting the passing of material or information to other candidates
- Failing to comply with instructions of the invigilator or member of the school staff responsible for the examination
- Impersonating another candidate
- Using an unauthorized device during an examination.

Digital Citizenship:

Digital Citizenship for us in the IB – MYP programme is about teaching students how to use technology in a responsible and appropriate way. Teachers are expected to model this in their classroom. By doing this we are teaching students how to create original work and to credit the work of others appropriately.

Procedures for Investigating Suspected cases of Academic Dishonesty

If a student is suspected of academic dishonesty;

- 1.) A written statement from the subject Teacher is presented to the IB MYP Coordinator.
- 2.) The Head of School and the MYP Coordinator will begin to investigate the matter.
- 3.) Parents/guardians will be notified.
- 4.) If there is sufficient evidence of academic dishonesty/malpractice the incident is brought forth to the Academic Honesty Committee, consisting of an administrator, the IB MYP Coordinator and the Head of School. This committee will determine the disciplinary action.
- 5.) A meeting with parents or guardians will occur regarding disciplinary action.
- 6.) The decision of the committee is conveyed to the student and additional student support or disciplinary action may be taken.
- 7.) If a work has been found to be plagiarized, a mark of zero is issued indicating that the student has not provided evidence of understanding. This applies to an assignment, quiz, test or examination, as per our school and Board policy.
- 8.) If collusion has been proven, both students will face the same penalty.
- 9.) If a pattern of academic dishonesty develops, the student in question may be removed from the MYP program.
- 10.) A record will be kept in the school's student information system to monitor offences.

Policy Review

This policy will be reviewed every 5 years by a committee consisting of the MYP Coordinator as well as the Head of School and respective MYP teachers.

Documents in effect:

Academic Honesty in the IB educational context 2014 IB Publication

Assumption College Catholic School's Handbook Assessment and Evaluation Policy

Windsor-Essex Catholic District School Board's Assessment Evaluation and Reporting Policy, 2010

Principles to Practice Academic Honesty Policy, 2014

September 29th, 2020