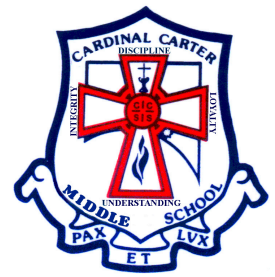


CARDINAL CARTER CATHOLIC SCHOOL

MYP ACADEMIC HONESTY POLICY



Philosophy and Rationale

The mission statement at Cardinal Carter Catholic School is based on goodness, discipline and knowledge. It is expected that students strive to be principled by acting in a positive way that reinforces responsible citizenship as well as academic honest, integrity and excellence.

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 data, falsifying a personal project record).

School Measures to provide education and support

- Distribution of Academic Honesty Policy to MYP students.
- Policy document is published on 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 Head of School.
- 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 the distinction between legitimate collaboration and unacceptable collusion.
- Appropriate consequences are administered using progressive discipline.

Student Responsibilities

- Read and acknowledge CCCS 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 MYPC within 15 days of the first day of school.
- 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 diploma programme.
- Must use MLA format for citing and acknowledging original authorship.

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, which may consist of a MYP Teacher the IB MYP Coordinator and the Head of School. This committee will determine the disciplinary action.
5. A meeting with parent or guardian 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 work has been found to be plagiarized, a mark of zero may be 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 will be the Academic Honesty in the IB educational context 2014 IB Publication; Cardinal Carter Catholic Middle School's Handbook Assessment and Evaluation Policy, Windsor-Essex Catholic District School Board's Assessment Evaluation and Reporting Policy, 2010 and the Principles to Practice Academic Honesty Policy, 2014