

ACADEMIC HONESTY POLICY
VALENCIA HIGH SCHOOL (IB WORLD SCHOOL 1433)

PHILOSOPHY

The teachers and administrators of Valencia High School believe that academic integrity is essential to the learning process and includes the practice of academic honesty. Students are expected to exhibit the highest levels of academic integrity. The pursuit of education should be conducted in an open, honest, and responsible manner free from fraud, deception, and academic dishonesty. To that end, we will teach the value of honesty in the context of the International Baccalaureate Learner Profile objective that our students will be *Principled*. More specifically, we will endeavor to ensure the following:

Students act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and right of people everywhere. Students take responsibility for their actions and the consequences of those actions.

Accordingly, the aims of this policy are to:

- 1) define terms associated with the practice of academic honesty.
- 2) provide details and advice to students of expectations and responsibilities with regard to producing authentic work.
- 3) provide details and advice to teachers for providing opportunities for students to practice and learn how to use other people's work in support of their own.
- 4) provide details and advice on parent responsibilities for helping students practice academic honesty.
- 5) outline penalties associated with academic dishonesty.

Ultimately, we strive to promote good academic practice and a school culture that actively encourages academic honesty.

KEY TERMS

- 1) Academic Honesty: Academic honesty or integrity is the pursuit of education in an open, honest, and responsible manner. More specifically, it refers to the following:
 - Proper conduct in relation to the conduct of examinations
 - The full acknowledgement of the original authorship and ownership of creative material
 - The production of authentic pieces of work
 - The protection of all forms of intellectual property—which include forms of

intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright

- 2) Academic Dishonesty: Academic dishonesty, or malpractice, therefore includes, but is not limited to, the following:
 - Cheating
 - Plagiarizing
 - Fabrication of information or citations
 - Facilitating acts of academic dishonesty by others
 - Having unauthorized possession of examinations
 - Submitting work of another person or work previously used without informing the instructor
 - Tampering with the academic work of other students
- 3) Cheating: Cheating includes the actual giving or receiving of any unauthorized aid or assistance of any form on academic work. Cheating also includes the violation of the testing environment by accessing or possessing prohibited electronic devices. Examples of cheating include the following:
 - Copying someone's work and turning it in as your own
 - Collusion: allowing one's work to be copied or submitted for assessment by another
 - Looking at or copying someone's work during an examination
- 4) Plagiarism: Plagiarism is copying or representing another's work as one's own including information taken from internet sources. All sources that are not original (author's own words) must be appropriately cited.

THE RESPONSIBILITY OF EACH STUDENT

As students, your responsibilities in respect of academic honesty include the following:

- 1) You are responsible for asking your teacher about the appropriateness of helping or giving assistance to another student, working collaboratively with other students, or sharing work with other students.
- 2) You are responsible for ensuring that all work submitted for assessment is authentically yours.
- 3) You are responsible for fully and correctly acknowledging the work and ideas of others.
- 4) You will be required to submit your Extended Essay, Theory of Knowledge Essay, and English A Literature Written Assignment to Turnitin.com. Failing to do so could result in an accusation of plagiarism, refusal to accept your work, and/or refusal to submit your work to the IB.

- 5) You are expected to comply with all internal school deadlines. This is for your benefit and may allow time for revising the work that is of doubtful authorship.
- 6) Once a student has signed an IB coversheet indicating that their work is authentic, there is no opportunity to re-submit work if the submission is deemed to be plagiarized.
- 7) It is the student's responsibility, if academic dishonesty is suspected, to prove all pieces of work are his/her own and have not been plagiarized.

THE RESPONSIBILITY OF EACH TEACHER

In respect of academic honesty, teachers are expected:

- 1) to reinforce best practice and teach proper research skills.
- 2) to give specific requirements as well as written examples of proper citation.
- 3) to make clear to students the need to acknowledge the source of data, works of art, computer programs, photographs, diagrams, illustrations, and maps.
- 4) to explain to students that the concepts of intellectual property and academic honesty include the use of footnotes or endnotes to acknowledge the source of an idea that is not the student's own.
- 5) to work, in conjunction with the librarian, to provide support in research and study skills.
- 6) to make yourself available to offer further advice and guidance to students.
- 7) to be vigilant for obvious changes in a student's style of writing, for work which is too mature, too error-free, or more characteristic of an experienced academic than a secondary school student.

THE RESPONSIBILITY OF PARENTS/GUARDIANS

In respect of academic honesty, parents/guardians are expected:

- 1) to provide support by discussing the school's Academic Honesty Policy with your children.
- 2) to encourage ethical behavior and monitor student work in the home.

MEASURES TAKEN BY THE SCHOOL TO PROVIDE EDUCATION AND SUPPORT TO STUDENTS

- 1) Through its Academic Honesty Policy, Valencia High School makes it clear what constitutes academic honesty and what are the consequences of academic dishonesty.

- 2) Students will be introduced to the Academic Honesty Policy at the beginning of their freshman year and will be asked to sign the School Honor Code. This information will also be given to parents/guardians at this time.
- 3) As freshmen, students will complete a digital literacy module covering topics such as plagiarism, internet responsibility, and managing social media.
- 4) Students will again review the Academic Honesty Policy and sign the School Honor Code at the beginning of their junior year (at the beginning of their IB Program). This information will also again be given to parents/guardians.
- 5) Before beginning their Extended Essay (during the second half of their junior year), students will take part in a field trip to the California State University at Fullerton library where they will be taught research skills and proper citation.
- 6) The IB Coordinator, IB Counselor, school librarian, and IB teachers will make themselves available to answer student questions regarding academic honesty and provide further guidance if necessary.

CONSEQUENCES FOR VIOLATION OF THE ACADEMIC HONESTY POLICY

Internal Sanctions may be imposed by the school for incidences of malpractice relating to homework, classwork, and internal exams which do not involve internally and externally assessed final pieces of official IB examination work, and will include:

- 1) The first offense will result in a zero on the assignment or exam, an official warning, documentation in the student's discipline file, and a parent-teacher conference explaining the offense.
- 2) The second offense will result in a zero on the assignment or exam, documentation in the student's discipline file, and a parent-teacher conference explaining the offense. The second offense may also result in suspension, the student being dropped from the class, removal from the Diploma Program, and may be reported to the student's university.
- 3) The third offense will result in the student being dropped from the class and removal from the Diploma Program. It may also result in suspension, school transfer, or expulsion, and may be reported to the student's university.

It should be noted, however, that in extremely egregious cases of malpractice (e.g., a student hacks into a teacher's computer and changes grades), a student may be dropped from the class, removed from the IB program, suspended, transferred from the school, or expelled on the first offense.

External sanctions are those assigned by the IB, or by the school, in compliance with IB regulations, and relate specifically to the perception that academic dishonesty has taken place in work which counts towards the award of the final Diploma. Should such academic dishonesty be suspected in the first draft of an internal assessment, the extended essay, the Theory of Knowledge essay, the English A Literature written assignment, or

the Language B written assignment, it is likely that the internal sanctions above will apply. However, if the suspected malpractice occurs at a later stage, either once work has been submitted to the IB, or when final versions of internal assessments are handed in with little or no time before the final submission date, the student may not have a chance to correct the malpractice and be prohibited from earning the diploma. In those cases, consequences (as outlined by IB) may include:

- 1) If the amount of plagiarism is minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as “Academic Infringement.”
- 2) If a candidate is found to have plagiarized all or part of any assignment then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded.
- 3) Misconduct during an examination will result in no grade being awarded for the specific subject involved. Again, this automatically means that no Diploma can be awarded.
- 4) If the case of malpractice is very serious, the candidate may not be allowed to re-register for examinations in any future session.
- 5) An IB Diploma may be withdrawn from a candidate at any time if malpractice is subsequently established.