

**Vaughn Middle School & Wooster High School
IB Academic Integrity Policy**

“Be Principled”

The purpose of this document is to clarify expectations for ethical behavior and to establish an understanding of these expectations for students, parents and teachers as well as the rest of the school community in the International Baccalaureate Programmes at Vaughn Middle School and Wooster High School (MYP, CP, DP). These policies are rooted in the philosophy and values inherent and explicit in the IB Learner Profile.

Plagiarism/ Citations - Plagiarism occurs when a student uses another writer’s work without giving credit for the source. The word plagiarism comes from the Latin word for “kidnapping,” and it is indeed considered to be theft. In fact, plagiarism of copyrighted material is against federal law and school and school district policy. Students must cite all external sources (text, images, data) used in their work. Vaughn Middle School utilizes vertical scaffolding when it comes to producing citations from basic to more advanced using APA/MLA formats. English Language Arts, Individuals and Societies, Science and the Librarian are tasked to explicitly teach these citation models throughout the school year. If a student is found in violation of this policy, they will be subject to our Progressive Discipline model. (See Progressive Discipline below).

Rights and Responsibilities of the School Community

Teachers

Teachers at Vaughn Middle School and Wooster High School are expected to encourage good practice among students. The following are measures that should be adopted:

- Explain the concept of plagiarism, provide sample situations, and explain consequences.
- Include a progressive discipline plan in your class syllabus that outlines the concepts within this policy as well as school and class consequences. The Wooster High School Handbook can be found at <https://www.woostercolts.com/cms/lib/NV02000980/Centricity/Domain/30/Wooster1920handbook.pdf> The Vaughn Middle School Handbook can be found at <https://www.washoeschools.net/vaughn>
- Teach proper citation methods and develop a clear understanding of what constitutes plagiarism in various subjects.
- Explain and model acceptable and unacceptable work.
- Be vigilant enough to spot inexplicable changes in student work and behavior.
- Use search engines or other online resources whenever possible to detect plagiarized work.
- Authenticate student work whenever required. As outlined by IBO, “Each teacher to confirm that, to the best of his or her knowledge, all candidates work accepted or submitted for assessment is the authentic work of each candidate.”

- Distinguish between collaboration and collusion to prevent allegations of collusion against students.
- Be familiar with the IBO publication, “Academic Honesty: guidance for schools,” and follow the guidelines.
- Write a statement for any report on malpractice to be submitted to the IBO.
- Follow all guidelines during exams, as outlined by the “Conduct of the Examinations: Notice to Candidates,” available on IBIS, distributed to all teachers and students prior to exams.

Students

Students are responsible for ensuring the integrity of their work and should avoid plagiarism and unauthorized assistance. They should also follow their instructor's instructions and cite the sources of any ideas or words they use. Students should understand and follow the rules that are outlined in this document.

Student Appropriate Use:

- Give credit to the source, even when paraphrasing.
- Use quotation marks when using another’s words and give credit to that source.
- Use their own words as much as possible when writing. The easiest way to not be tempted to plagiarize words is to take notes in phrases – no matter how eloquent the writer is.
- Learn the correct way to cite an electronic source which includes listing the web address in the sources.

Student Inappropriate Use:

- A student uses the author’s words without using quote marks around the material.
- A student uses an electronic source (internet, tv, lyrics) without citing the source.
- A student uses the author’s ideas or information without giving credit for the material (known in the academic world as “citing the source”).
- A student does both – uses the author’s words and ideas without citing the source.

Copying/ Cheating

1. Cheating can take many forms but always involves taking information from another student or individual. Students must complete their work independently, without unauthorized assistance. Collaboration is encouraged, but individual contributions must be clear. If a student is found in violation of this policy, they will be subjected to our Progressive Discipline model. (See Progressive Discipline below).
 - a. **Collusion** occurs when a student knowingly allows his or her work to be submitted or copied for assessment by another student or revealing to a later class the content of a

test. IB students are to ensure that their own work is never given to another student, either in the form of hard copy or by electronic means.

- b. **Duplication of work** is defined as the presentation of the same work for different assessment components and/or diploma requirements.
- c. **Misconduct during an examination** includes the possession of unauthorized materials during an assessment or exam, communicating with another student without teacher permission, using cheat notes, or stealing tests.
- d. **Dishonest reporting** is when a student creates, alters or fabricates data or signatures, collecting information in an inappropriate manner including the falsification of any records such as grades, personal project, community service or CAS records.

2. Cheating is also any behavior that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

Student Appropriate Use:

- Collaboration during group projects and assignments.
- Students submit original, authentic work on assignments.

Student Inappropriate Use:

- Taking answers on a test, homework, or quiz from another student or other source, with or without his/her knowledge.
- Collaboration on assignments such as taking or sharing answers without teacher permission.
- Obtaining test answers and/or questions from other students in advance of an exam.

Technology Use - Use technology for educational purposes and follows school guidelines. Responsible and ethical technology use is expected. Technology includes the use of computers, laptops, cell phones, and iPads.

Student Appropriate Use:

- Using computer applications such as Word, PowerPoint, or Canvas to produce academic work.
- Use internet websites to research information for an assignment.

Student Inappropriate Use:

- Using technology for non-school related or non-assigned activities.
- Accessing websites or applications (camera, calculator, etc.) that are not appropriate for a stated academic goal.
- Using technology to engage in harmful or illegal behavior.

Artificial Intelligence – Vaughn Middle School and Wooster High School seek to adapt to our ever-changing technological landscape by promoting and teaching appropriate usage. Students may use AI tools for learning and research. If a student is found in violation of this policy, they will be subject to our Progressive Discipline model. (See Progressive Discipline below).

Student Appropriate Use:

- Use AI to provide feedback on writing assignments.
- Use AI to aid in internet research.

Student Inappropriate Use:

- Use AI to produce assignments.
- Use AI to engage in harmful or illegal behavior.

Leadership Team

Academic Integrity must be part of the teaching and learning process and an aspiration for the entire school community. The leadership team is responsible for creating and fostering an environment where academic integrity is adhered to and understood by all stakeholders. The school administration team should communicate the policy to parents, teachers and to students in a timely manner.

Parents

Upon receiving the school academic integrity policy, parents should support school policy by encouraging students to follow the guidelines listed in this document.

Program Coordinators

Program Coordinators are responsible for making sure that all school and IB policies are applied fairly and consistently. In addition, coordinators also make sure that;

- The school is in compliance with secure storage of confidential IB materials policy and the conduct of IB examinations
- Teachers, students and parents and legal guardians have access to the school academic honesty policy and the program relevant IB regulations
- They report suspected instances of student academic misconduct and school maladministration to school administration and to the IB
- Supervise all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and /or IB policy.

Progressive Discipline for Academic integrity, academic honesty & technology violations:

- 1st offense – Student receives 0 on the assignment/assessment. Parent contact and behavior minor entered into Infinite Campus. The student is allowed to be reassessed on a similar assignment/assessment and receive full points to the level indicated.

- 2nd offense: Student receives 0 on the assignment/assessment. Parent contact and behavior minor entered into Infinite Campus with lunch detention. The student is allowed to be reassessed on a similar assignment/assessment and receive full points to the level indicated.
 - 3rd and further offenses: Student receives 0 on the assignment/assessment. Parent contact and behavior major entered into infinite campus. Possible Suspension and Parent/Teacher Conference. Possible loss of or restriction of technology use. The student is allowed to be reassessed on a similar assignment/assessment and receive full points to the level indicated.
- If the work is a formal requirement of the particular IB program, the students' work will not be accepted. It is the responsibility of the IB coordinators to send a report to the coordinators' help desk (help@ibo.org) to inform the IBO when the breach occurs during internally assessed work. However, if time permits before the school's internal deadline for this work, the student will be allowed one chance to resubmit another piece of work in its place. If there is insufficient time for the student to produce new work, he or she will not receive a grade for that assessment and will therefore risk not receiving an IB Diploma, IB CP, or MYP certificate.
- For a DP or CP student, a second violation will result in the consideration of the student's removal from the relevant IB program or being disallowed from being able to take an IB certificate in that subject. Other disciplinary action may also be considered by the principal.
- Any Personal Project, Reflective Project, required essay, or Internal Assessment found to be plagiarized will be given a zero, and will not be submitted to the IB for moderation; thus, disqualifying the student from earning an IB diploma or certificate.
- Discipline and consequences for violations will follow the Wooster or Vaughn progressive discipline plan as outlined in the School Handbook
- Furthermore, any student caught cheating on an IB exam will be disqualified from earning the IB credit. According to the IB Handbook of Policies and Procedures, "Each candidate must be in good standing at the school at the time of examinations...Students are expected to acknowledge fully and in detail the work, thoughts or ideas of another person if incorporated in work submitted for assessment and to ensure that their own work is never given to another candidate, either in the form of hard copy or by electronic means, knowing that it might be submitted for assessment as the work of that other candidate. It is a breach of IB regulations for a student to give or receive confidential information about IB examinations. Violations lead to disqualification."

International Baccalaureate Publications Referenced

IB Posters – Ethical Practice, and Conduct of the Examinations: Notice to Candidates taken from IBIS

IB Publication – Academic Honesty

http://xmltwo.ibo.org/publications/DP/Group0/d_0_dpyyy_vmx_1209_1/pdf/DP_regs_e.pdf

* Vaughn Middle School and Wooster High School reviews/edits our Academic Honest Policy every 3 years with staff and community members.

