

Prince George's County Public Schools International Baccalaureate (IB) Academic Integrity Policy

ACADEMIC INTEGRITY POLICY

Purpose of the Document: Prince George's County Public Schools (PGCPS) in collaboration with the International Baccalaureate (IB) Organization makes a strong commitment to academic integrity. The IB programmes encourage students to inquire, think critically and creatively, and present their thinking in a variety of ways with a strong commitment to being a principled learner. In our IB schools, scholars take responsibility for their actions and consequences, act with integrity and honesty, build trust with the school community, complete work with their own thinking, and reinforce the five fundamental principles of academic integrity: honesty, trust, fairness, respect, and responsibility. Therefore, it is expected that IB students practice academic integrity in and out of the classroom by making their learning visible and explicit with all experiences including projects, assignments, summative and formative assessments, etc. The following policy will outline the expectations of students, teachers, schools, and parents regarding academic misconduct and the consequences for completing such malpractice.

Concepts and Definitions of Academic Misconduct:

Cheating: when a student acts dishonestly or unfairly in order to gain an advantage over others, or the sharing of forbidden information with another student

Examples: cheating on a test, stealing someone else's idea for a project, or downloading someone's work from the Internet and pretending it is their own work

Protocol: use information only permitted by the teacher to complete an assessment or test, inform a teacher of someone in violation, and only submit original work

Plagiarism: the representation (intentionally or unintentionally) of the ideas, text, or works of another person as the individual's own work without proper, clear, and explicit acknowledgement to include language translations

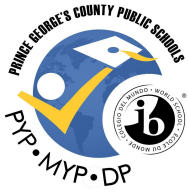
Examples: copying words, characters, images, drawings, ideas, and sentences from another person or source, including electronic sources

Protocol: appropriately giving credit and appropriate citation and permission are legally required when information is "borrowed." Credit sources, even if you have paraphrased or summarized; clearly distinguish between your work and the source being used

Collusion: supporting malpractice by another student by allowing one's work to be copied or used by another to include assessments, projects, exhibitions, classwork, and homework*

Examples: providing homework to another classmate for copying or claiming, selling one's work to another, sharing information regarding assessment content and questions with other students.

Protocol: decline those requests and inform a teacher



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Duplication of work: the presentation of the same work for different assessments, classes/teachers, or other IB requirements without meaningful modifications to meet assignment requirements

Examples: using the same PowerPoint presentation for multiple assignments, submitting the same essay for different teachers or classes

Protocol: prepare original presentations, projects, or work for each assignment, no matter the course, requirement, or teacher

Expectations and Responsibilities of Stakeholders:

Administrator* Responsibilities:

- Assist in establishing a school culture that actively encourages the principles of academic integrity;
- Act with fairness and respect when dealing with staff, students, and parents concerns regarding academic integrity;
- Support teachers in following through with the procedures and protocols of the academic integrity policy; and
- Ensure that members of the community are made aware of policy changes, updates, and consequences.

Teacher Responsibilities:

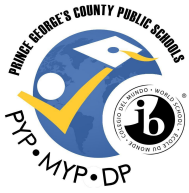
- Teach and review the correct use of sources and citations when assigning work;
- Structure conditions during testing to alleviate the possibility of cheating;
- Specify the types of collaboration that are discouraged and encouraged;
- Model good practice in all their presentations and resources, by referencing sources and recognizing contributions;
- Review and enforce the five fundamental principles of academic integrity with students with fairness and respect; and
- Use online and print resources ethically, legally and responsibly.

Student Responsibilities:

- Use online digital and print resources ethically, legally and responsibly;
- Use proper documentation and citation of sources;
- Ask staff for clarification if unsure whether an action would be cheating or plagiarizing in a certain situation; and
- Notify a staff member when made aware of a situation where cheating or plagiarizing has occurred.

Parent Responsibilities:

- Support students in adhering to the academic integrity policy;
- Become familiar with the academic integrity policy and the consequences of violations; and
- Ensure that students submit original works or with proper citation.



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*Administrators may include the principal, assistant principal, IB Coordinator, media specialist or other non-classroom school-based personnel.

Student Rights and Consequences of Misconduct:

Student Rights:

- Ability to resubmit an assignment with consultation from teacher and administrator; and
- Students have the right to ask for clarification regarding assignment expectations and scoring.

First Offense Rights and Consequences:

- Parent Notification provided;
- Student must accept responsibility of the violation in order to be permitted to redo the assignment/assessment; and
- Teacher will hold a conference with the student and provide the IB Coordinator with notification.

Second Offense Rights and Consequences:

- Parent/teacher/administrator conference and notification provided to the IB Coordinator;
- Student will receive a score of 0% on the assignment/assessment in which they violated the policy; and
- Students will accept responsibility for actions with an apology letter to the teacher or the signing of a contract during an administrative meeting. The contract will outline the next level of consequence.

Third Offense Rights and Consequences:

- Parental notification;
- Students will receive a 0% on the assignment/assessment on which he/she cheated;
- Student offenses will be turned over to the IB Coordinator for further action and/or consequences/counseling. Student may be removed from IB application programme; and
- Students could be in jeopardy of losing honor society and class office positions per administrator and coordinators consultation.

Continued Violation of Academic Integrity:

Continued violations of the Academic Integrity Policy, *whether deliberate or inadvertent*, can result in:

- A loss of credit or lower grade mark;
- Disciplinary actions (supported by the Prince George's County Public Schools Student's Rights and Responsibilities Handbook); and/or
- Even a loss of eligibility within an IB Diploma Programme.



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The consequences for each situation will be determined on a case-by-case manner and are dependent on the student's needs and history of academic integrity violations. The goal in every situation is to ensure that the student understands academic integrity and demonstrates the characteristics of the IB Learner Profile.