



MYP Academic Integrity Policy

School Philosophy Statement

At **MHIS**, we promote strong values and ethical behavior, not only because this is in line with the expectations of the IB Middle Years Programme, assuming responsibility for building and maintaining a culture of academic integrity, trustworthiness and behaving in a principled manner extends to the wider school community of students, staff and parents.

We believe it is essential that all teachers, regardless of subject, provide correct and consistent guidance on how to effectively work collaboratively, how to properly cite sources using MLA format, and to support a transparent learning environment so that students complete their tasks with integrity from the start. It is during these years that students' characters are formed, and equipped with the skills to work independently, the students are encouraged to be lifelong learners.

Assignments incorporate critical thinking skills to challenge students to research independently, synthesize their ideas, or work together to create.

Academic honesty in the IB is a principle informed by the attributes of the **IB Learner Profile**. As stated, all members of the IB community must strive to be “principled”, acting with “integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere”. MYP students must demonstrate academic honesty and avoid any form of academic misconduct.

Academic misconduct is defined as behavior that results in, or may result in, the student or another student gaining an unfair advantage in one or more assessment components (MYP: From Principles into Practice 95). Malpractice includes plagiarism, collusion and duplication of work (as defined below).

Intellectual property refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce (What is intellectual property). Forms of intellectual and creative expression for example, works of literature, art or music must be respected and are normally protected by law.

Explanation of Dishonesty

Plagiarism

Violation	IB Definition	Examples
Plagiarism	The Representation of ideas or work of other person as the students own	<ul style="list-style-type: none">-Presenting as your own (with or without the author's permission) information collected, organized, or written by someone else.-In the arts, Plagiarism can include taking someone's ideas or concepts and portraying them as your own.

-Plagiarism can be intentional and unintentional, but both are treated same way.

Some Examples:

-Copying an article from a website and not giving credit but not understanding you had to give credit...it is plagiarism. Always ask your teacher if you should give the original author credit if you are unsure.

-Copying and pasting information from a website into your work, and then failing to give the website credit.

-Reading an article or a text, taking ideas from it, and then claiming them as your own ideas.

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To Avoid Plagiarism:

If you ever use someone else's words or ideas, give them credit. In the same sentence where you copied their ideas or words, you must mention the author or location where you found the information. Using outside sources makes a better argument and gives your work greater credibility.

Collusion

Violation	IB Definition	Examples
Collusion	Supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another.	<p>-You let another student copy from your homework.</p> <p>-The teacher gives a lab report to be completed individually and you work with other students but submit the work with only your name on it.</p> <p>-If the teacher gives work to be completed individually, you should not work with other students or give friends your work. This is known as unacceptable collusion.</p> <p>-In an exam, test or quiz, you share your answers with other students taking the same exam, test or quiz.</p>

To Avoid Collusion:

Always do your own work. If you are unsure, ask your teacher before you ask a classmate. During an exam or other assessment, avoid talking or looking at classmates. Raise your hand to make a request to the teacher.

Duplication

Violation	IB Definition	Examples
Duplication	The presentation of the same work for different assessment components	-You completed a Design Evaluation in MYP 4 and you copied parts of it to complete your Personal project Design related report in MYP

To Avoid Duplication:

Start a new document whenever you start a new assignment, and avoid copying anything from earlier work. Ask your teacher when you are unsure if you can borrow an idea from a previous piece of work.

Cheating

Violation	IB Definition	Examples
Cheating	Behavior that gives an unfair advantage e.g. saying you have turned in an assignment when you did not, using cheat sheets, electronic devices, fabricating information trying to earn more time or credit on an assignment, project, or exam.	<ul style="list-style-type: none">-Misrepresenting yourself on a summative task such as saying you have turned in an assignment when you did not.-Using restricted material during assessment task, such as cheat sheets, or electronic devices.-Leaving the room during an assessment task and using restricted materials prior to returning.-Fabricating information to try to earn more time or credit on an assignment, project, or exam.

To Avoid Cheating:

Leave all electronic devices in your locker when taking an assessment. Avoid talking to or looking at classmates during an assessment. Be a principled human being and tell the truth.

Roles and responsibilities

Implementing this academic honesty (integrity) policy is the collaborative work of all the members of the school community, even though each one has a specific role and responsibility.

MYP Coordinator

- Create the academic honesty policy, reviewed by teachers, students and parent representatives promoting good practice and fostering a school environment that motivates the school community to act honestly.
- Promote and encourage teachers to educate students regarding the policy.
- Enforce the consequences when a student violates the policy.

Teachers

- Implement the school's academic honesty policy through relevant ATL skills development in all subject group classes.
- Be role models in honesty for students.
- Provide guidance regarding studying, writing an academic document, inquiring and citing sources so that students gain a clear idea of the purpose of correct citation and referencing in a variety of disciplines.
- Promote a classroom environment that encourages academic honesty and critical thinking.
- Enforce the consequences when a student violates the policy.

Librarian

- Support teachers and students in identifying good practice regarding academic honesty.
- Help students obtain reliable information from various sources.

Students

- Learn and practice academic honesty as part of their ATL skill development and be aware that the coordinator, librarian and teachers are available to offer further advice and guidance.
- Support the spirit of the academic honesty both in attitude and action when completing all assignments.
- Understand that no assignment is excluded from this policy.
- Receive and sign a student version of this policy to show comprehension and compliance with school's Academic Honesty Policy.

Families

- Support the ethical values of honesty and integrity.
- Share school's enforcement of the academic honesty policy, especially with regard to work done outside of school.

MLA Citation Examples:

https://sites.umuc.edu/library/libhow/mla_examples.cfm#titles

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Consequences of Violation

Upon each instance of a suspected violation of the Academic Honesty Policy, the following procedure will be followed:

1. The teacher who assigned the work will carry-out an investigation. In the process, the teacher will:
 - Consult the MYP Coordinator to determine a plan.
 - Consult with the student involved.
 - Consult with any other individuals who may be involved.
2. If the teacher determines the student is responsible for the misconduct, he/she will file an official incident report. **The form is sent to the MYP Coordinator and Head of School.**
3. To ensure the violation is not repeated, the student will meet with the teacher to learn what steps should be taken in the future to avoid this type of academic misconduct. The teacher should provide a summary of this meeting to the MYP Coordinator who will attach it to the original incident report.

Actions:

1st Offence

In addition to the procedure outlined, the following will take place:

1. The teacher will notify parents of the incident.
2. The student will receive a ZERO for the assignment.
3. The student will redo the assignment receiving a reduced grade **(at least by one band)**

2nd Offence

In addition to the procedure outlined, the following will take place:

1. The MYP Coordinator will notify parents of the incident.
2. The MYP Coordinator will meet with the student and the teacher to discuss the incident.
3. The student will receive a ZERO for the assignment.
4. The student may be excluded from participation in clubs, sports or activities representing the school during the trimester of the infraction.

3rd Offence

In addition to the procedure outlined, the following will take place:

1. A conference including parents, teacher, student, MYP Coordinator will take place to discuss the academic misconduct and how to avoid it in the future.
2. The MYP Coordinator will make a written record which will remain in the student's permanent file for a duration of two years.
3. The student will be ineligible for participation in clubs, sports or school activities for the remainder of the school year.

Ensuring Academic Integrity

Academic honesty is the responsibility of the entire school community, teachers and students, and is developed across the curriculum as part of the school's Approaches to Learning development. ATL skills have relevance across the curriculum and help students "learn how to learn". To support learning and encourage students to complete work with integrity, MHIS has adopted a number of strategies.

Legitimate collaboration: MHIS describes legitimate collaboration as "any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students".

- Students will learn and practice academic honesty as part of their ATL skill development across subject groups and Personal project.
- Students will learn how to use MLA (Modern Language Association) Style across all to properly reference sources using this method which includes both in-text citations as well as a works cited page.
- Whenever we use someone else's ideas or words, it is important we give credit to the source (whether internet, book, etc.) using MLA style.
- We encourage students to talk with their teachers and the librarian when they do not know when or how to reference a source.
- Teachers will clearly inform students whether work is to be completed individually or collaboratively in groups (known as legitimate collaboration).
- Students will use process journals in some MYP subject groups as well as the MYP personal project as a tool for promoting academic honesty.

MYP ATL Core Skills: Vertical planning; Category Research

Cluster	Expectations by Year 1	Expectations by Year 3	Expectations by Year 5
Information/Media Literacy	Evaluate and use an appropriate source with guidance.	Develop, evaluate and use an appropriate set of sources with some guidance.	Select, evaluate and use a variety of appropriate sources independently
	Use the agreed referencing style with guidance	Use the agreed referencing style with some guidance	Use the agreed referencing style independently.

Academic Integrity Policy Review Cycle

This Academic Integrity Policy reflects current practice in the school year 2020-2021. We acknowledge the fact that practices do change over time. Therefore, this Policy is a document that will be subject to review at least once a year. The next review of the policy will take place in August 2021.

Sources and References

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