



Williams Middle Magnet School

International Baccalaureate Middle Years Programme

Academic Honesty Policy

Philosophy

Academic integrity is required of all students and serves as the foundation for academic excellence. Williams offers a quality education that not only ensures knowledge, but cultivates the virtues of honor, courtesy, and perseverance. Of these virtues, honor is of great importance, for it is personal integrity and respect for others that will influence and finally determine many of one's actions and beliefs. As such, all staff, students and parents of Williams commit themselves to upholding the Williams Honor Code through a demonstration of principled actions.

Williams Honor Code may be found on the last page of this document.

Terminology

Academic misconduct – acts or behaviors that: a) misrepresent ownership of work or b) give an unfair advantage to one student or effect the results of another student

Authentic authorship – a student's piece of work that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged (*IB Academic Honesty 2*)

Cheating – to act dishonestly or unfairly to gain advantage, especially in a game, contest, or examination

Collusion – supporting misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another (*IB Academic Honesty 3*)

Integrity – the quality of being honest and having strong moral principles

Intellectual property – creations of the mind - such as artistic, literary, or musical works; discoveries or inventions; designs, phrases, or symbols

Plagiarism – representation of ideas or work that is not one's own

Expectations

Williams Middle Magnet School utilizes the American Psychological Association and Modern Language Association styles and format for citation of sources.

Students also receive instruction in use of the following online resources:

Son of a Citation Machine www.citationmachine.net

Purdue Online Writing Lab (OWL) <http://owl.english.purdue.edu/owl/resource/747/2>

Easy Bib www.bib.com

Responsibilities

Student

- Use creativity and experience to produce original work
- Practice integrity and fidelity in all work
- Acknowledge assistance from experts, parents, peers, teachers, etc.
- Acknowledge sources for research
- Seek help as needed to follow policies for academic honesty
- Follow all instructions and rules given before and during exams and assessments
- Report instances of academic misconduct to teachers, counselors, or administrative staff

Teachers

- Provide instruction in research protocols and citation of sources
- Provide instruction in summarizing and paraphrasing of information
- Provide examples of proper source citation, note taking, and source summarization
- Provide age-appropriate scenarios to examine expectations put forth in the Academic Honesty Policy (see Appendix)
- Verify authenticity of student work through student conferences and online resources
- Provide feedback and additional instruction to students as needed
- Provide clear and accurate instructions for exams and assessments
- Protect the fidelity of all exams and assessments
- Review Academic Honesty Policy with students (see Appendix)

Administration

- Provide support through professional development opportunities for instructional staff
- Work with staff to effectively implement and uphold the Academic Honesty Policy
- Investigate claims of academic misconduct in a timely and impartial fashion

Parents

- Provide support and encouragement for creativity in the production of original work
- Establish expectations for integrity and academic honesty on all work
- Exhibit interest in your child's educational experiences and assignments
- Allow your child to independently complete projects and tasks
- Answer questions to help clarify instructions, terminology, or expectations

APPENDIX

Scenario examples (options to be presented and discussed with students)

- *Plagiarism*
 - *Student uses graphs, illustrations, or data in an assignment without proper acknowledgement of the source.*
 - *Student uses text, graphs, illustrations, or data in an assignment without proper citation (i.e. using verbatim text within quotation marks).*
 - *Students uses text from a source and translates it into another language for use in his/her work without acknowledging the source.*
 - *Student copies a work of art without acknowledging the source.*
 - *Student paraphrases text from a source, but does not acknowledge the source.*
- *Collusion*
 - *Student allows another student to copy all or part of his/her work.*
- *Duplication of work*
 - *Student hands in work that is the same or very similar for two different assignments.*
- *Misconduct during an examination*
 - *Student uses unauthorized material during a written or oral exam (cell phone, textbook, calculator, dictionary, etc.).*
 - *Student disobeys instructions given on an exam (continues to work beyond time allotted, disrupts the testing environment for others, begins assessment before permitted to do so, returns to a section where time has been called, etc.)*
 - *Student tries to communicate with other student(s) during an exam.*
 - *Student leaves textbook, cell phone, electronic device, calculator or other unauthorized material in a bathroom or other area that could be accessed during an exam.*
 - *Student copies the work of another student during an exam.*
- *Demonstration of behaviors that give an unfair advantage to a student or effect the results of another student*
 - *Student tampers with assigned grade (hacking, accessing teacher gradebook, etc.).*
 - *Student alters or removes the submitted work of another student.*
 - *Student falsely accuses another student of misconduct or cheating.*

Williams Honor Code (provided to and reviewed annually with students)

Students shall be honor bound to refrain from academic misconduct of any kind. Living in a manner that is consistent with this code will produce a learning environment that is caring, open-minded, and principled; all necessary to the success of each student in this program. Without maintaining a high standard of honesty and conduct, the reputation of the school and the IB is compromised and society is poorly served.

Academic misconduct/cheating includes:

- *Plagiarism – representation of ideas or work that is not one’s own*
- *Collusion – supporting misconduct by another student, as in allowing one’s work to be copied or submitted for assessment by another*
 - *Copying homework/allowing your work to be copied*
 - *Accepting someone’s work/giving answers*
 - *Collaboration and collusion – Throughout the Middle Years Programme at Williams, assignments may be given that permit or require collaboration. Despite the collaborative nature of these assignments, each student will be required to submit individual work to properly assess individual knowledge and understanding of content. Collaborative learning experiences offer students the opportunity to share information, data, ideas, and discussions, but submitted work shall be comprised of individual conclusions and analysis.*
- *Duplication of work – presentation of the same work for different subjects or assessments*
- *Misconduct during an examination*
 - *Using unauthorized cheat sheets/textbooks on assessments*
 - *Giving out questions that are on an assessment*
 - *Using unauthorized pre-programmed formulas/programs on calculators during assessments*
 - *Using unauthorized electronic devices on assessments*
 - *Disobeying instructions given by a proctor*
 - *Unauthorized communication between students during an assessment*
 - *Copying the work of another student on an assessment or collusion*
- *Demonstration of behaviors that give an unfair advantage to a student or effect the results of another student*

Consequences for academic misconduct can be found in the 2014-15 Hillsborough County Public Schools Student Handbook, pp. 29-30.