



## Academic Integrity Policy

### Philosophy and commitment:

At Alex Sanger Middle School, we deeply commit to fostering academic integrity within our educational community, embracing the core principles of honesty, ethical conduct, and responsible research practices. We recognize that in an increasingly digital and AI-driven world, it is essential to teach our students not only the importance of upholding academic integrity but also how to responsibly utilize emerging technologies. Our philosophy centers on the belief that academic achievement is not solely about what students learn but also about how they learn, embracing the values of authenticity, respect, responsible scholarship, and the IB learner profile trait of being "principled." By educating our students on the responsible use of technology as a tool for learning and research, we empower them to engage ethically, think critically, and contribute meaningfully to their communities and the global society, aligning with the principles of the International Baccalaureate Middle Years Programme.

### Honesty Standards

At a minimum, the following Honesty Standards are the expectations of every scholar:

- Do your own work.
- Give credit (cite sources) when others' words, ideas, or works are used.
- Refuse to help others cheat.
- Finish all work by the assigned time.

### Definitions:

- **Academic Misconduct:** Academic misconduct is defined as any behavior that leads to, or has the potential to lead to, a student or another student gaining an unfair advantage in one or more assessment components within the context of the Middle Years Programme (MYP). Such misconduct includes, but is not limited to, acts of plagiarism, collusion, and duplication of work.
- **Authentic Authorship:**
  - *Definition:* Authentic authorship refers to the genuine creation of original work by an individual, avoiding the misrepresentation of someone else's ideas, expressions, or intellectual property as one's own.
  - *Example:* Presenting original research findings without misrepresenting the work of others.
- **Intellectual Property:**
  - *Definition:* Intellectual property encompasses the products of intellectual and creative expression, including inventions, literary and artistic works, designs, and symbols, as well as names and images used in commerce. These creations are generated by the human mind and are typically protected by legal frameworks. In an academic context, it is essential to respect intellectual property rights by giving due credit and proper citation when using the works, ideas, or expressions of others, such as literary works, artwork, music, and any other form of intellectual



and creative content. Violating these rights can result in legal consequences and academic penalties.

- *Example:* Using copyrighted material without appropriate citation or authorization.

Table 1. Definitions and explanations of academic dishonesty

### Plagiarism

Violation	IB Definition	Examples
Plagiarism	The Representation of ideas or work of other person as the students own	<p>Presenting information collected, organized, or written by someone else as your own.</p> <p>In the arts, plagiarism can include taking someone’s ideas or concepts and portraying them as your own.</p> <p>Plagiarism can be both intentional and unintentional, but both are treated the same way.</p> <p>Copying an article from a website and not giving credit--but not understanding you had to give credit--is still plagiarism. Always ask your teacher if you should give the original author credit if you are unsure.</p> <p>Copying and pasting information from a website into your work, and then failing to give the website credit.</p> <p>Reading an article or other text, taking ideas from it, and then claiming them as your own ideas.</p>
<b>To Avoid Plagiarism</b>		
<p>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.</p>		

### Collusion

Violation	IB Definition	Examples
Collusion	Supporting academic misconduct by another student, as in allowing	<ul style="list-style-type: none"> <li>● You let another student copy from your homework.</li> <li>● The teacher gives a lab report to be</li> </ul>



	<p>one's work to be copied or submitted for assessment by another.</p>	<p>completed individually and you work with other students but submit the work with only your name on it.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• In an exam, test or quiz, you share your answers with other students taking the same exam, test or quiz.</li> </ul>
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### To Avoid Collusion

Legitimate collaboration involves working together on assignments in a manner that aligns with the teacher's guidelines. It may include group discussions, sharing ideas, and providing constructive feedback. However, in situations where individual work is required, collaboration should be avoided to maintain the integrity of the assessment.

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.	<ul style="list-style-type: none"> <li>• You completed a Design Evaluation in MYP 2 and you copied parts of it to complete your Community project in MYP</li> </ul>

### 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,	<ul style="list-style-type: none"> <li>• Misrepresenting yourself on a summative task such as saying you have turned in an assignment when you did not.</li> <li>• Using restricted material during assessment task, such as cheat</li> </ul>



	fabricating information trying to earn more time or credit on an assignment, project, or exam.	sheets, or electronic devices. <ul style="list-style-type: none"><li>• Leaving the room during an assessment task and using restricted materials prior to returning.</li><li>• Fabricating information to try to earn more time or credit on an assignment, project, or exam.</li></ul>
<b>To Avoid Cheating</b>		
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.		

### **Plagiarism and Citation Guidelines:**

To prevent plagiarism and promote academic integrity, we emphasize the following practices:

- **Understanding and Awareness:** Educate students about the concept of plagiarism, its consequences, and the importance of ethical scholarship. Teachers should clarify the differences between proper citation and plagiarism.
- **Assignment Design:** Create assignments that encourage original thought, critical thinking, and synthesis of information rather than mere regurgitation of existing materials.
- **Time Management:** Encourage students to manage their time effectively to avoid last-minute rushes, which can lead to unintentional plagiarism.
- **Source Selection:** Guide students in selecting reliable and reputable sources for their research, and teach them how to critically evaluate sources.
- **In-Text Citations:** Teach students the correct format for in-text citations, including when and how to use quotation marks, paraphrase, and cite sources.

### **Citation Styles**

In accordance with IB guidelines, Alex Sanger Middle School primarily employs the Modern Language Association (MLA) or American Psychological Association (APA) citation styles for academic writing. It is crucial for students to understand the specific citation style required for each assignment. Teachers will provide guidance on the appropriate style for their subjects.

### **Procedures- reporting, recording and monitoring:**



- Teachers and students share the responsibility of maintaining academic integrity. Teachers should report suspected cases of plagiarism to the appropriate school authorities. If students suspect their peers of plagiarism, they should confidentially report their concerns to a teacher or school administrator.
- All students are expected to inform their school administrators or teachers immediately if a student's actions compromise the integrity of an examination.
- Any teacher who discovers academic dishonesty will immediately write-up a discipline referral to be sent to the appropriate Grade Level Assistant Principal for action. The teacher writing the referral will notify the parents/guardians of their scholar's infraction and request a conference to address the scholar's behavior.

### **Consequences for Violations:**

- Consequences of academic dishonesty will include an automatic zero for the assignment/project (or an opportunity to re-do the assignment/project for a reduced grade).
- Additional consequences at the discretion of the Grade Level Assistant Principal (as outlined in the Scholar Handbook) may include:
  - after-school detention;
  - revocation of privileges (participation in or attendance at school functions – dances, sports, extra-curricular activities, etc.);
  - in-school suspension; and/or
  - out-of-school suspension.

### **Support and Education:**

We are committed to helping students develop proper research and citation skills. If students need assistance with citation styles, research techniques, or avoiding plagiarism, they can seek guidance from their teachers, librarians, or academic advisors.

To support students in abiding by our Academic Integrity Policy, the school provides the following resources:

- *Educational Workshops*: Regular workshops educating students on the concept of plagiarism, proper citation, and the importance of ethical scholarship.
- *Online Guides*: Online resources and guides accessible to students, offering tips on time management, source selection, and effective citation.
- *Teacher Guidance*: Teachers are available to provide individual guidance on research techniques, citation styles, and avoiding plagiarism.

### **Roles and Responsibilities:**

- **Teacher**
  - Responsible for educating students about the consequences of plagiarism and the importance of academic honesty. They should discuss the concept of plagiarism in their classes and clarify expectations regarding citation and original work.



- Provide clear guidelines and expectations for assignments, including details on citation styles, sources, and collaboration policies.
- Design assessments that encourage critical thinking, creativity, and originality, reducing the temptation for students to engage in plagiarism.
- Responsible for monitoring student work for signs of plagiarism and conducting investigations when suspicions arise.
- Provide support and guidance to students who require assistance with citation, research, or understanding plagiarism.
- **Student**
  - Responsible for producing original work, ideas, and research for all assignments and assessments. They should never present someone else's work, ideas, or intellectual property as their own.
  - Accurately cite all sources used in their assignments and research projects, following the specified citation style (e.g., MLA or APA) as directed by their teachers.
  - It is the responsibility of students to understand the concept of plagiarism, including the various forms it can take, and to ask teachers for clarification when in doubt.
  - Students are encouraged to manage their time effectively to avoid rushing through assignments and resorting to unethical practices due to time constraints.
  - Students have a responsibility to maintain the academic integrity of the school community. If they suspect or witness a case of plagiarism, they should confidentially report it to a teacher or school administrator.
- **Admin**
  - School administrators are responsible for enforcing the school's academic honesty policy consistently and fairly.
  - Ensure that teachers have the necessary support and resources to educate students about academic honesty effectively.
  - Administrators may need to oversee investigations into suspected cases of plagiarism and take appropriate actions based on the severity of the offense.
  - The school administration should periodically review and update the academic honesty policy to reflect changing educational needs and expectations.
- **Parent**
  - Support their children's education by discussing the importance of academic honesty, ethics, and the consequences of plagiarism.
  - Encourage their children to manage their time effectively and seek help when needed to reduce the likelihood of resorting to unethical practices.
  - Maintain open lines of communication with teachers and the school administration. If they suspect their child is involved in academic dishonesty, they should address the issue with the school promptly.

## **Policy Review:**



This policy is reviewed and updated annually to reflect our ongoing commitment to inclusion and the evolving needs of our school community.

**Policy Communication:**

We share this policy annually with all stakeholders through staff and parent newsletters, campus meetings, and professional development. The policy is also available online for reference.

**Works Cited**

Hector Garcia Academic Honesty Policy, 2023

<https://drive.google.com/file/d/1YihKT7-ddzGGoHQzBR-Z3saSTEkVXaR/view?pli=1>

International Baccalaureate Organization. Academic Integrity Policy, 2023

International School of Estonia MYP Academic Honesty Policy, 2015,

[www.ise.edu.ee/wp-content/uploads/2015/02/MYP/Academic-Honesty-Policy.pdf](http://www.ise.edu.ee/wp-content/uploads/2015/02/MYP/Academic-Honesty-Policy.pdf).