**IB Academic Honesty Policy**

The IB Learner Profile forms the foundation of Kenwood High School’s Academic Honesty Policy. In keeping with the IB Learner Profile, Kenwood’s faculty acknowledges the importance of encouraging our candidates to be:

* Inquirers: candidates will be encouraged to acquire the skills necessary to conduct inquiry and research with an awareness of the importance of source documentation
* Knowledge: candidates will be encouraged to acquire an in-depth knowledge of best practices in relation to documentation (including references, citation and bibliography)
* Thinkers: candidates will be encouraged to exercise initiative in applying critical thinking skills to make reasoned, ethical decisions
* Principled: candidates will be encouraged to act with honesty and integrity and take responsibility for their own actions

Candidates are encouraged to demonstrate these attributes to maintain best practices in relation to class work, assessments, and examinations. Kenwood High School provides candidates with opportunities to develop their knowledge and skills in relation to documentation and communicates the academic honesty policy with candidates and their families.

*Definitions*

* Academic Honesty: a set of values and skills that promote personal integrity and good practices in teaching, learning and assessment
* Authentic Authorship: work based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged
* Intellectual Property: creations of the mind for which exclusive rights are recognized in law in industrial, scientific, literary and artistic fields
* Malpractice: behaviours or actions that include but are not limited to: plagiarism, collusion, duplication of work and cheating. Kenwood High School acknowledges malpractice to include all of the practices listed in Section 2 of the IBO Academic Honesty Policy (2011)
* Academic Negligence: carelessness when recording sources or displaying a cavalier disregard for the origin of material within a candidate’s work
* Academic Infringement: some attempt by a candidate to acknowledge the source of information but acknowledgement may contravene standard academic practice
* Plagiarism: the representation of the ideas or work of another person as a candidate’s own
* Collusion: supporting malpractice by another candidate including allowing one’s work to be copied or submitted for assessment by another
* Duplication of work: the presentation of the same work for different assessment components and/or diploma requirements
* Cheating: a behaviour that gains an unfair advantage for a candidate or affects the results of another candidate, including but not limited to:
  1. taking unauthorized material into an examination room
  2. misconduct during an examination

*Collaboration versus Collusion*

Kenwood High School recognizes that collaborative learning encourages candidates to participate as responsible members of an intellectual community; however, it is essential that teachers and candidates are aware of the distinction between collaboration and collusion. On internal assessments where the guidelines allow for collaboration, candidates need to work together to complete tasks such as data collection for the Group 4 project; however, all students must produce independent work for assessment. Work must be written in the candidate’s own words and cannot be identical in whole or in part to the work of another candidate. Collusion is supporting malpractice by another student, as in allowing one’s work to be copied or submitted

for assessment by another. Teachers will refer to Section 2.5 of the IBO Academic Honesty Policy (2011) when reviewing this distinction with candidates.

*Declaration of Academic Honesty*

According to the IB Academic Honesty Policy, “the candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged” (2011).

*Responsibilities of the School*

All candidates and their parents/guardians receive a copy of Kenwood’s Academic Honesty policy. In order to facilitate candidates’ growth as principled inquirers, Kenwood High School faculty provides all candidates with instruction in:

 what constitutes ethical practice in the MYP Programme

 the research process

authentic authorship

best practices for ensuring assessments meet standards of academic honesty

the rules for acknowledging source material based on standard practice and provide examples and conventions for citing and acknowledging original authorship

data-gathering techniques

rules and regulations regarding malpractice and related consequences

Kenwood encourages candidates to employ accepted methods of research, data gathering, citation and documentation (MLA, Chicago, etc.) in order to ensure that candidates maintain a high level of academic honesty in all forms of assessment. In the case where malpractice is suspected, the teacher informs the candidate and the IB Coordinator and takes appropriate steps to resolve the issue including: looking through previous course work or drafts, reviewing the candidate’s source material, using an online database, and interviewing the candidate.

Teachers ensure that the principles and practices of academic honesty are reviewed at the commencement of every major assessment event. Teachers only sign declarations on cover sheets of work if the assessment reflects a high level of academic honesty.

*Responsibilities of the Candidate*

While enrolled in the Middle Years Programme at Kenwood High School, candidates are responsible for:

* reading Kenwood’s Academic Honesty policy and familiarizing themselves with the principles and practices of academic honesty
* exercising academic honesty in all aspects of their work and acting as principled learners
* conducting laboratory and field experiments in an ethical way
* documenting source material in a formal and appropriate way
* using direct quotations appropriately
* paraphrasing and acknowledging the ideas of others appropriately
* understanding malpractice and the related consequences
* following all examination rules

*Resources*

The MYP Coordinator provides faculty with appropriate professional development with regard to principles and practices of academic honesty as defined by the IB programme.

Teachers provide subject or assessment-specific instruction in all areas related to academic honesty including: research methods, citation styles, documentation, proper data collection techniques, and ethical practices.

Academic style guides are made available to candidates. Candidates have access to online style guides and writing laboratories.

Students and their parents/guardians are provided with copies of Kenwood’s Academic Honesty Policy.

*Conventions for Citing and Acknowledging Original Authorship*

Kenwood High School recognizes MLA, APA, and Chicago citation styles for IB coursework. Candidates receive direction from subject area teachers as to which style to use and the conventions of each.

*Incidents of Malpractice*

Kenwood High School divides incidents of malpractice into two categories of severity. These categories are defined by the nature of the assignment. Assessments that are given by the school and are ultimately designed to be formative will be defined as minor misconduct. All violations related to official IB assessments - including internal, external, those related to the Diploma core and examinations - will be treated as major misconduct.If there is clear evidence of plagiarism with no acknowledgement of the source(s), then the candidate will be found guilty of malpractice without regard for any alleged lack of intent to plagiarise (IBO Academic Honesty Policy, 2011).

Minor Misconduct

Incidents of suspected malpractice are dealt with by the teacher and are reported to the MYP Coordinator and the student’s parent/guardian. Candidates caught cheating or plagiarizing will receive a mark of 0% on the assignment or internal exam in keeping with Kenwood High School’s Plagiarism and Academic Honesty Policy (Appendix A). In the case where a candidate has committed academic infringement as part of a formative assessment, faculty follows the guidelines outlined in Section 11.5 of the IBO Academic Honesty Policy (2011).

Habitual instances of minor misconduct may be interpreted as major misconduct and dealt with accordingly by the school. In the case of a candidate’s second instance of minor misconduct, the candidate and his or her parent/guardian are required to meet with the teacher, IB Coordinator, and a school administrator to review the relevant academic honesty policies.

Major Misconduct

Kenwood High School defines instances of major misconduct in several ways.

Habitual instances of minor misconduct are addressed in the following ways:

* the candidate attends a meeting with the teacher, MYP Coordinator, school administrator and the candidate’s parent/guardian to review the relevant academic honesty policies
* the candidate and his or her parent/guardian are required to sign a declaration that going forward, the highest standard of academic honesty must be maintained in order to remain a diploma or course candidate at Kenwood High School
* the school reserves the right to refrain from considering the candidate for any awards, bursaries or scholarships in which citizenship, ethical behaviour or academic honesty are a consideration
* the school reserves the right to remove the candidate’s name from the Honor Roll or Principal’s List
* with regards to the assignments in question, the consequences as outlined in the minor misconduct section are applied

If the result of the investigation indicates an incident of malpractice, the incident is addressed in the following ways:

* the candidate attends a meeting with the teacher, MYP Coordinator, school administrator, and the candidate’s parent/guardian to review the relevant academic honesty policies
* the candidate and his or her parent/guardian are required to sign a declaration that going forward, the highest standard of academic honesty must be maintained in order to remain a diploma or course candidate at Kenwood High School
* the candidate receives a mark of 0% for the assignment toward his or her anticipated grade in the subject area
* the candidate is required to submit a new assessment based on entirely new research/course work in order to meet the minimum requirements of the course as set by IBO
* the candidate’s other assessments are reviewed for any other instances of suspected malpractice
* the school reserves the right to refrain from considering the candidate for any awards, bursaries or scholarships in which citizenship, ethical behaviour or academic honesty are a consideration
* the school reserved the right to remove the candidate’s name from the Honor Roll or Principal’s List

This policy will be reviewed on a regular basis throughout the year by a committee of administration, teachers, students, and family members.

In the creation of this document, the authors wish to acknowledge the following sources:

* Baltimore County Public School Student Handbook
* Prince Andrew High School Academic Honesty Policy
* IBO Academic Honesty Policy 2011
* Carson Graham School’s Academic Honesty Policy
* HRSB IB Handbook