Be a Lion, Not a Cheat-ah

Lincoln Park High School

<u>Academic Integrity Policy</u>

At Lincoln Park High School, we strive to create a learning environment where students produce original work and respect the work of others. With that understanding, a committee of teachers, administrators, faculty, parents, and students from Lincoln Park High School developed the Academic Integrity Policy. Consistent with the standards and practices of the International Baccalaureate Programmes, this document provides an overview of Lincoln Park High School's expectations and practices regarding academic integrity.

I. What is Academic Integrity?

A. **Academic integrity** is "a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment" (*Academic honesty* 2).

As a school that offers the IB Middle Years Program (MYP), the IB Diploma Program (DP), and the IB Career-related Program (CP), Lincoln Park High School embeds the IB Learner Profile's attributes into our mission and value statements. These attributes provide a foundation for building our Academic Integrity Practices daily in each classroom. In developing and enforcing our Academic Integrity Policy, we encourage our students to act (as):

- Inquirers – who learn and practice inquiry and research skills and who ask questions of a teacher or classmate when unsure
- Knowledgeable – who make an effort to learn and properly use citation format (MLA, APA, CMS)
- Open-minded – who seek out a variety of resources representing many different perspectives which exemplifies academic curiosity
- Communicators – who express themselves confidently and creatively, using their own voice when writing or creating
- Principled – who give credit and cite sources when borrowing words, ideas, or images from others while understanding the value of someone else's work
- Risk-takers – who are leaders who refuse to participate in academic dishonesty
- Thinkers - who create authentic work that is obviously their own
- Balanced – who practice time-management and avoid procrastination so they finish work on time and are not tempted to be academically dishonest
- Caring – who respect the efforts of others who help complete work
- Reflective – who consider the benefits of turning in authentic work and the negative impact on their character, their learning, and their development if they choose not to do so

(Language taken from *IB Learner Profile*)

B. **Authentic authorship** is defined as student work that is based on his/her "individual and original ideas with the ideas and work of others fully acknowledged" (*Academic honesty* 2). Students should express their ideas in their own words to be authentic. It is important to note that students may use resources that support their own ideas, but when they do, the source must be appropriately acknowledged through citation. Failure to do this hinders learning.

C. **Honest collaboration** is "working together on a common aim with shared information" (*Academic honesty* 2). Furthermore, the behavior should be "open and cooperative" (Academic honesty 2). As collaboration is an encouraged 21st century skill, Lincoln Park desires that all of its students learn to collaborate ethically on intellectual tasks. To encourage effective collaboration, teachers and/or students may assign individual responsibilities to create interdependence and group accountability. Products of group work should reflect honest collaboration as well as individual contributions. Each member of a collaborating group should be able to explain any products of group work.

D. **Intellectual property** is potentially a difficult concept for students to "understand because there are many different forms of intellectual property rights, such as patents, registered designs, trademarks, moral rights and copyright. [Students] must at least be aware that forms of intellectual and creative expression (for example, works of literature, art or music) must be respected and are normally protected by law" (*Academic honesty* 2). Similarly, what students create is their own intellectual property, and they should be careful to guard and protect it.

II. What is Academic Dishonesty?

A. **Plagiarism** occurs "when someone uses words, ideas, or work products attributable to another identifiable person or source, without attributing the work to the source from which is was obtained, in a situation in which there is a legitimate expectation of original authorship, in order to obtain some benefit, credit, or gain" (qtd. in Carroll 3). Plagiarism can occur unintentionally, but with proper teaching and learning can be avoided. Regardless of the intent, plagiarism is unacceptable and constitutes malpractice.

In relation to the definition for "Plagiarism":

B. **"Collusion** is usually defined as occurring when the unattributed source is one or more fellow learners" (Carroll 3).

>   Some examples of collusion include but are not confined to the following:

>   ▪ a student giving or taking his/her own or other's intellectual property to a student with intent to cheat
>   ▪ a student providing information on how to acquire another student's intellectual property

- a student sharing information, prior to an assessment about what is on the assessment
- a student helping another student copy documents

C. **Dishonest collaboration** occurs when the teacher has not intended for a task to be worked on collaboratively, yet students complete it together. This may involve a disproportionate division of roles and responsibilities. Collaboration is also dishonest if it allows "one's work to be copied or submitted for assessment by another" (*Academic honesty 4)*. Any behavior committed during collaboration that falls under the "Academic Dishonesty" section of this policy will be penalized as such.

D. **Duplication of work** is defined as "the presentation of the same work for different assessment components" (*Academic honesty* 3). For example, a student cannot use his/her summative work from a unit in Individuals and societies for a summative task in Language and literature unless an interdisciplinary unit has been established by the teacher and they have created one assessment task. Also, a student cannot use a summative task that he/she completed for Language and literature Year 4 in Language and literature Year 5. Students must produce work that meets the requirements of authentic authorship for each assessment task through their academic years.

E. **Cheating** is defined as a student making a clear choice and acting on the choice to gain an unfair advantage in an assessment situation. Cheating includes but is not confined to the following:

- using unauthorized notes during an assessment
- copying another student's work with or without his/her knowledge
- copying teacher's assessments
- communicating information to another student about assessment content
- using online translator websites for Language acquisition assessments

F. **More specific to Diploma Programme assessments:** Malpractice most commonly involves plagiarism or collusion. However, there are other ways in which a candidate may commit malpractice and in so doing be in breach of the Regulations.

The following examples of malpractice do not constitute an exhaustive list and refer only to the written examinations:
- taking unauthorized material into an examination room (such as cell/mobile phone, written notes).
- leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination
- misconduct during an examination, including any attempt to disrupt the examination or distract another candidate

- exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- impersonating another candidate
- stealing examination papers
- using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

Taken from *Academic honesty,* Article 2.9 (5)

Chicago Public School District Classifications regarding academic dishonesty
Falls under:
Group 3: Seriously Disruptive Behavior
3-7 Forgery—false and fraudulent making or altering of a document or the use of such a document
3-8 Plagiarizing, cheating and/or copying the work of another student or other source
Taken from Chicago Public Schools *Student Rights & Responsibilities*, (September, 2019)

III.   What are the roles and responsibilities of stakeholders in regard to academic integrity?

"Academic honesty is the responsibility of all schools, teachers and students in IB programmes and must be developed across the curriculum as part of a school's ATL approach" (*MYP: From principles into practice (pre-publication)* 72).

As an effort to encourage academic integrity at Lincoln Park High School, the school has purchased Turnitin.com, an online service used to detect matches between text in students' work and text available elsewhere. Using turnitin.com should help students to improve their writing, avoid plagiarism, and avoid their over-reliance on other people's work. See turnitin.com's definitions and examples of various types of plagiarism at
   http://www.plagiarism.org/plagiarism-101/types-of-plagiarism/

   A.   Leadership Team
   - establishes a school culture that actively encourages academic integrity
   - understands what constitutes academic integrity
   - understands what constitutes malpractice
   - understands the consequences of breaching the academic integrity policy
   B.   Teachers/Staff
   - introduce and emphasize school-wide beliefs and conventions for academic integrity

- will introduce definitions and examples of academic dishonesty by reviewing and referring to them in the student handbook/planner which all students receive during the first week of school
- practice consistency among all in regard to the manner in which students are disciplined for academic dishonesty
- require the use of turnitin.com for at least all summative writing assignments
- communicate expectations you have for to students by clearly referring to the academic integrity guidelines (*Academic Honesty in the Middle Years Program)*
- will model appropriate test-taking behavior
- will emphasize the importance of academic honesty in IA's, papers, and projects within the IB DP, CP, and subject course requirements
- will emphasize and review academic honesty policy prior to beginning the MYP Personal Project, the DP Extended Essay, and the CP Reflective Project
- Make the Approaches to Learning (ATL) skills an explicit focus for teaching and learning, particularly information literacy skills (*Academic Honesty in the Middle Years Program)*
- will provide students with a convention for acknowledging sources (see Appendices A and B: *Lincoln Park High School Citation Format by Department/Assignment* and *Purdue Online Writing Lab (OWL) Citation Chart*)
- are fully aware of conventions and use them when sharing material with students. IB states that "teachers will find it difficult to persuade [students] of the value of correct practice if they do not observe it themselves (*Academic honesty* 10)
- Librarian "will teach and employ good academic practice for documenting sources used" (*Academic honesty* 9)
- Encourage honesty and communicate the consequences of breaching IB regulations (*Academic Honesty in the Middle Years Program)*
- The IB Counselor and IB Coordinators support the teachers' efforts at dealing with the consequences of plagiarism and/or cheating by sitting in on the meeting with the offending student and his/her parent and assisting with the necessary paperwork involved in reporting the consequences to local and IB authorities.

C. **Students**
- exercise academic honesty in all aspects of their work
- encourage academic honesty by "tracking use of resources and others' work by applying their developing approaches to learning skills" (*Academic honesty in the IB*, 5)
- submit only their own work
- will submit their work to turnitin.com for at least all summative writing assignments
- give credit to resources utilized
- are "required to act in a responsible and ethical manner throughout their participation in the MYP and assessments. In particular, students must avoid any form of malpractice" (*General regulations: Middle Years Programme* 6)
- will be given a copy of the *IB Academic Honesty Policy* in the beginning of each school year

- **Specific to IB Diploma Programme and the Career-Related Programme**: 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. Candidates are expected to comply with all internal school deadlines; this is for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version. (Taken from *IB Diploma Programme Academic Honesty*, article 3.4)
- Prior to enrolling any 11th and 12th grade program (IB DP, IB CP, or individual subject courses), the student and the parent/guardian are given a copy of the Academic Integrity Policy.

D.   Parents and Legal Guardians
- encourage students to ask their teachers for advice if they are having difficulties with their work.
- establish a good level of communication with the school so that you understand the requirements of the MYP, DP, and CP and what is expected of students
- support your child but be sure he or she is the one responsible for the work done
(for 3 bullets above language taken from *Academic Honesty in the Middle Years Program)*
- encourage students to plan each assignment
- Provide support with the scheduling of student's work, as they may have many assignments to complete
(for 2 bullets above language taken from *Academic Honesty in the Diploma Program)*

IV. Disciplinary Action for Academic Dishonesty in all Academic Programs

Integrity is expected of Lincoln Park High School students, as they are principled, knowledgeable communicators who are capable of inquiring and being open-minded without jeopardizing themselves and their accomplishments as IB students. However, we also recognize that academic dishonesty must be taken seriously. If any MYP or DP student is suspected of breaking the school's Academic Integrity Policy, Lincoln Park High School will abide by Chicago Public Schools *Student Rights & Responsibilities* (September, 2019)specifications, taking one or more of the following steps toward discipline:

Available Interventions and Consequences (Whenever possible, interventions and consequences that do not exclude the student from his/her regular educational schedule should be attempted first.)
- Documented Teacher, Student, Parent/Guardian, and Administrator conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence
- Recommended instructive, corrective, or restorative response
- Detention—lunch, before school, after school, or Saturday
- Skill-building in-school suspension up to three days
- Loss of IB Diploma or Career Programme candidacy

Additional Consequences Available for <u>Repeated</u> Group 3 Inappropriate Behavior
- Skill-building in-school suspension, out of school suspension, or combination in-school and out-of-school suspension up to three days
Taken from Chicago Public Schools *Student Rights & Responsibilities* (September, 2019)

Works Cited

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<u>Appendix A</u>

Lincoln Park High School Citation Format by Department/Assignment

DEPARTMENT/ASSIGNMENT	CITATION FORMAT
Arts	Modern Language Association (MLA)
Individuals and societies	Modern Language Association (MLA)
Language acquisition	Modern Language Association (MLA)
Language and literature	Modern Language Association (MLA)
Mathematics	The American Psychological Association (APA)
Physical and health education	Modern Language Association (MLA)
Sciences	The American Psychological Association (APA)
Theory of Knowledge	Chicago Manual of Style (CMS)
History Fair	Modern Language Association (MLA)
Science Fair	The American Psychological Association (APA)