

# Kit Carson International Academy

## Academic Honesty Policy

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### Carson Mission Statement:

Working together as a team, students, parents, staff, and the community of Kit Carson International Academy is committed to providing a rigorous, innovative, respectful and diverse learning environment that promotes academic excellence, intercultural understanding and social success. Through inquiry-based learning, we will produce internationally minded learners who are excited about achieving their goals.

### Beliefs:

Academic honesty is an essential aspect of teaching and learning in IB programs where action is based on inquiry. We at Kit Carson International Academy strive towards the personal attributes as goals listed within the IB learner profiles on a daily basis. We strive to be:

- Principled - to act with integrity and honesty and take responsibility for our own actions, choices, and the consequences that accompany them.
- Inquirers - to acquire the skills necessary to conduct inquiry and research and show independence in learning.
- Knowledgeable - to explore concepts, ideas and issues that have local and global significance.
- Open-Minded - to seek and evaluate a range of points of view.
- Thinkers - to exercise initiative in applying thinking skills critically and creatively and make reasoned, ethical decisions.
- Communicators - to understand and express ideas confidently and creatively and to work effectively and honestly in collaboration with others.
- Caring - to honor and respect the intellectual work of others, and to acknowledge that work by properly citing source materials.
- Risk-Takers - to demonstrate courage in attempting creative and independent critical thinking.
- Balanced - to recognize the importance of integrity as an aspect of whole lives, and the bigger picture of who we are as individuals and members of a larger community.
- Reflective - to thoughtfully consider how our own thinking and choices reflect our integrity, creativity and individuality to others.

As an educator, I will ensure my students understand the concepts of:

- Academic Honesty: My students will behave and work honestly in researching and presenting schoolwork. This includes respecting the ownership of the ideas and materials of other people, and having appropriately when taking assessments and completing classwork and homework.
- Intellectual Property: My students will not copy or include patents, registered designs, trademarks, moral rights and/or other copy written material in any of their deliverables.
- Authentic Authorship: My students will have the ability to demonstrate the work they submit is a product of their own thinking and research, excepting the words and ideas that they cite as the work of another author.

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## Academic Honesty Policy Cont'

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Students at Kit Carson International Academy practice the principled behavior of academic honesty consistently in every class, every day. There are however, instances of malpractice, or academic dishonesty, which is used in order to gain unfair advantage. Academic malpractice can take on several forms, which includes the following:

**Plagiarism:** The Centre of Academic Integrity defines plagiarism as “occurring when someone uses words, ideas, or work products attributable to another identifiable person or source without attributing the work to the source from which it was obtained in a situation in which there is a legitimate expectation of original authorship in order to obtain some benefit, credit, or gain.” (Fishman, 2010)

### Examples of Plagiarism Include:

- Copying another person's work.
- Looking at another person's work and copying his or her answers.
- Copying and pasting directly from the Internet.
- Rewording someone else's words and not giving him or her credit for their ideas.
- Using a language translator to translate from one language to another and then using that translation as your own words.

**Duplication:** turning in the same piece of work for assessment to two different teachers in two different courses without consent.

### Examples of Duplication Include:

- Turning in the same writing assignment to be assessed in two different classes.
- Turning in an old project done by you or someone else to be assessed.

**Collusion:** according to the International Baccalaureate, collusion is defined as supporting malpractice by another student, as in allowing your work to be copied or submitted for assessment by another.

### Examples of Duplication Include:

- Letting someone copy your homework.
- Assisting in another person's cheating in any way.
- Sharing information about what is on a quiz or test with other students.

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### Other Examples of Academic Malpractice:

- Talking with another student during a quiz or test.
- Using hidden notes (including electronic notes) on a quiz or test.
- Disrupting other students during an examination.
- Making up or changing actual data for an experiment/assignment.
- Having someone do your work for you, including any tutors, parents, siblings or other family members.
- Letter your partner do all the work on an assignment and then putting your name on the assignment as if you contributed your share of the workload.
- Forging another person's signature, including your parent's signature.
- Performing an act of dishonesty in regard to your academic achievement.

### Teachers, Administrators and School Staff reinforce academic honesty by:

- Publishing the academic honesty policy on the web and in the student handbook so that all members of the school community are aware of the importance of and practices associated with academic honesty.
- Modeling academic honesty in their own work and with the materials they present to their student and the school community.
- Teaching research skills, academic writing, use of online databases, MLA formatting, use of citation tools, paraphrasing.
- Verifying that students are producing and submitting original work and citing their sources according to the conventions they have been taught.
- Structuring assignments that promote academic honesty.
- Notifying and, if necessary, meeting with parents if their child violates the academic honesty policy.

*Established 2017-2018  
Updated 2019-2020*

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