

Millbrook High School
International Baccalaureate
Academic Integrity Policy

Millbrook High School's mission is to create global citizens who can reflect and gain from reading and writing. In the ongoing education process, we are continually studying the ideas of others. It is important, in our speaking and writing, that we acknowledge these ideas and give credit where it is due. IB defines Academic misconduct as a behavior (whether deliberate or negligent) that results in, or may result in, the student or any other student gaining an unfair advantage (or that disadvantages other students) in one or more assessment components.

Plagiarism, collusion and cheating are serious offenses and will be reported as misconduct.

- Plagiarism: representing the ideas or work of another as your own, intentionally or unwittingly, without proper, clear, explicit acknowledgement.
- Collusion: supporting malpractice by another student, for example, allowing your work to be copied.
- Duplication of Work: presenting the same work for a different assessment.

The IB community at MHS is committed to producing principled students as defined by the IB Learner Profile. There is no tolerance for misconduct.

“Principled: act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They will take responsibility for their own actions and the consequences that accompany them.”

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Responsibility of the IB Coordinator

The IB Diploma Coordinator will:

- provide teachers, students and parents with the most up-to-date IB publications in regards to Academic Honesty policies as they are made available online and in-print.
- provide teachers, students and parents with definitions and examples of academic misconduct (plagiarism, collusion, and duplication of work).
- provide teachers, students and parents with clear expectations of the possible consequences for unethical conduct.
- provide ongoing support for the IB community in understanding and implementing the Academic Integrity Policy.

- request documentation from IB teachers on how academic integrity is introduced, discussed and embedded in the curriculum.

Responsibility of the IB Teachers

The IB Diploma teacher will:

- design assignments that do not lend themselves to academic misconduct.
- provide students with clear expectations for assignments. i.e. students should assume an assignment is their own original work unless specified by the teacher.
- provide students with clear expectations for assignments that do allow for collaborative work.
- provide students with clear guidelines as to the range of permissible resources used on a particular assignment.
- provide students with ongoing support on the requirements for citing and acknowledging original authorship.
- provide guidance on the distinction between valid collaboration and unacceptable collusion.
- advise students on what constitutes intellectual property and authentic authorship.
- document with the IB coordinator how academic integrity is introduced, discussed and embedded in the curriculum.
- provide students with clear expectations of the possible consequences for unethical conduct.
- use turnitin.com on all major writings and projects.
- correctly reference all materials shared with students.

Responsibility of the IB Student

The IB Diploma student will:

- follow ethical academic behavior as defined by the IB Integrity Policy of MHS.
- use proper citations in appropriate formats as prescribed by assignments.
- request a clarification of expectations for assignments.
- strive to emulate and apply the qualities of a learner as depicted in the IB Learner Profile.
- maintain good attendance.
- fulfill all IB Diploma requirements in the junior and senior years, if committed as a full IB Diploma Candidate.
- understand that colleges and universities have different acceptance policies and the IBDP is preparing students to be successful in college.
- read and sign the MHS-IB Academic Integrity Policy with his or her parent/guardian and submit to the IB Coordinator.

The following are examples of plagiarism, collusion and cheating:

- Copying another person's assignment or allowing someone else to copy your assignment.
- Substituting synonyms for another person's word choices or restating someone else's ideas in your own words without crediting the source.
- Handing in another person's work as your own.
- Dividing questions on an individual assignment so that several students answer a portion of the assignment, permitting each other to copy answers. Although group work and cooperative learning are often encouraged, individual assignments must remain the work of the individual student. Always ask your teacher if an assignment may be completed with others. Do not assume it is allowed.
- Copying sentences, phrases, paragraphs, or pages from books, websites, or other sources without providing documentation. Writing should be either original or attributed.
- Using intellectual property (pictures, graphs, diagrams, quotes, books, films, music recordings, television, or any other media) without proper citations.
- Taking answers from a classmate's quiz or test paper, using materials to cheat or sharing answers during a testing situation.
- Falsifying data, conclusions, and answers and presenting them as fact.
- Stealing and/or taking images of assessments.
- Discussing exam questions in any manner with students who have yet to take the exam.
- Using Google Translate or other translation tool to write sentences in a second language

Disciplinary consequences for breach of Academic Integrity Policy are as follows:

- Upon the first incident of suspected breach of the Academic Integrity Policy, the teacher will notify the parents and the IB Coordinator, as well as file a referral with administrator.
 - After examining the evidence and noting the seriousness of the violation, the IB Coordinator and teacher will meet with the parties involved and will proceed in one of two ways based on the severity/nature of the violation:
 - Place the student on academic probation.
 - Recommend immediate removal from the IB Programme or IB Coursework.
- If the student is placed on probation, a letter will be placed in the student's file and the student will remain on probation for the next two semesters. If a second incident occurs, the student will be immediately removed from the IB Programme or IB Coursework.

This document was reviewed by the Millbrook High School: IB Coordinator, Head of School, Special Education Coordinator, IB Subcommittee and faculty. This document will be reviewed every year for updates as necessary for growth and development of the program.

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I, (print name) _____, have read, understand and agree to abide by the the Millbrook High School International Baccalaureate Academic Integrity Policy.

I understand that a breach of these ethical expectations in any form will place my future as an International Baccalaureate student in jeopardy and may be cause for removal from the IB Program or IB Coursework upon the recommendation of the IB Coordinator to the Principal of Millbrook High School.

Student Signature

Graduation Year: _____

Parent or Guardian

Date: _____

IB Coordinator