

Academic Integrity Policy

Rationale

Academic integrity is a responsibility of the whole Davis Creek Primary School's IB community. Academic integrity comprises a set of principles and skills that develop and enhance the learner's personal integrity. It is the foundation for ethical decision-making and behaviour in the production of authentic and honest scholarly work. The DCPS's Academic Integrity Policy outlines and encourages all members of the school community to conduct academic work in a principled and honest manner through referencing and acknowledging sources of information.

Purpose

The policy aims to support students and teachers in learning and applying the principles and skills of academic integrity by demonstrating adherence to the school's values of 'curiosity, agency, respect and excellence' alongside the Learner Profile attributes. Being principled, honest, trustworthy, fair, respectful, and responsible are central to the culture of our entire school community. Fostering an academic integrity culture is fundamental to developing the IB learner as a responsible global citizen. Alongside the Approaches to Learning, (communication, research, social, self-management and thinking skills) and through promoting the qualities of an IB learner, Davis Creek Primary School seeks to foster academic honesty and integrity by encouraging students to be:

- Principled whereby **all stakeholders/ the learning community** act with integrity and honesty and take responsibility for their actions.
- Knowledgeable through exploration of ideas, concepts and perspectives.
- Inquirers by acquiring the key skills needed to conduct research and inquiry.
- Open-minded and accustomed to seeking and evaluating a range of points of view.
- Risk-takers to approach challenges and explore them independently.

Implementation Roles and responsibilities

The school

School Leadership Expectations and Responsibilities

To ensure that:

- Academic integrity is valued and that all students, staff and families are committed to adhere to it.
- Academic integrity is communicated to the whole school community.
- Teachers are provided with opportunities to facilitate lessons on how to cite references, create bibliographies, paraphrase, take notes and rewrite content from their own perspective.
- Parents and learners understand the need to display the learner profile of academic integrity.
- Clear expectations and consequences are in place.
- Incidents of dishonesty and deliberate breaches of academic integrity are understood and dealt with in accordance with IB procedures and assessment practices.

Teacher Expectations and Responsibilities

To ensure that:

- A commitment to developing and embedding academic integrity within all of the teaching, learning and assessment practices.
- Students (Years 3-6) are taught how to cite references, create bibliographies, paraphrase, take notes and rewrite content from their own perspective.
- Specific guidelines about learning tasks and assessments are provided.
- Students are encouraged and taught the necessary skills to problem solve, analyse and reflect on their own ideas.
- Assessment criteria are designed to value and reward the student's work.
- Students understand and know what misconduct is and what it looks like.
- Terminology such as plagiarism, collusion and duplication are taught with students in years 3-6.
- Students act as good role models and show academic honesty in their own work.
- Students are supported in developing the skills and attitudes required for completing tasks.
- Incidents of academic dishonesty are investigated in an appropriate manner.

Student Expectations and Responsibilities

To ensure that:

- A commitment to upholding the high standards of academic integrity..
- All submitted work is authentic and completed honestly.
- Work and ideas of others are acknowledged, cited, or referenced. (Years 3-6).
- In the case of suspected academic dishonesty, it is the student's responsibility to prove that the work is their own and has not been plagiarised or generated by AI
- Copyrighted text and images are used with permission.
- A references list or a bibliography is included to indicate the source/author (Years 3-6)
- Information technology and library resources are used responsibly.
- There is an understanding that copying is a form of cheating.

Parent/Caregiver Expectations and Responsibilities

To ensure that:

- The work that is submitted is their child's own work.
- An understanding of academic honesty is developed.
- That they speak to their children about the importance of academic honesty.

Developing Academic Integrity and Research Skills

To develop student capability in terms of academic integrity, the following should be Embedded, reviewed and built upon within all learning opportunities.

Definition of Academic Misconduct

Academic misconduct is a behaviour that results in, or may result in, the student gaining an unfair advantage in one or more assessment components.

Academic misconduct includes:

- **Plagiarism-** The representation of the ideas, words or work from using AI or work of another person (authors, peers, teachers, education support) without proper, clear and explicit acknowledgment.
- **Collusion-** Supporting academic misconduct by another student, such as allowing one's work to be copied or submitted for assessment by another student.
- **Duplication of work-** This includes the presentation or submission of the same work for any assessment component; any behaviour that gives an unfair advantage to a student or that affects the results of another student.

Procedures & Consequences for Academic Misconduct

When academic misconduct occurs, it is the teacher's responsibility to discuss consequences with the student. Some of these consequences may include:

- Reteaching academic honesty.
- Resubmitting own work with no elements of plagiarism.
- Discussions with parents.

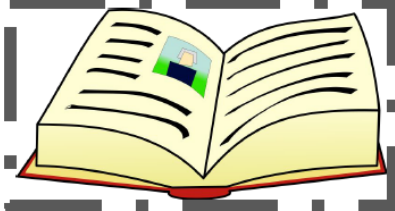
Acknowledgements

Documents referred to in the process of developing this policy:

1. IBO. (2009). Making the PYP happen: A curriculum framework for international primary education. Cardiff: International Baccalaureate Organisation.
2. IBO. (2014). Academic Honesty in the IB educational Context. Cardiff: International Baccalaureate Organisation.

An example of the Documentation Checklist for Citing and Referencing

<p>When an author's exact words are used, have quotation marks been placed around the quotation and has the author of the original work been named (cited)?</p> <p>(If a quotation is indented, quotation marks may not be required, but the author must still be cited; have indented quotations been cited?)</p>	
<p>When someone else's thoughts and ideas have been written, have they still been named (cited)?</p>	
<p>When using someone else's words or work, is it clear where such use starts—and where it finishes?</p>	
<p>Are full references included for all borrowed images, tables, graphs, maps, and so on?</p>	
<p>Print material: Have page numbers of print material used been included (especially important with exact quotations)?</p>	
<p>Internet material: Are both the date on which the material was posted and the date of the last visit to the web page or site included?</p>	
<p>Internet material: Is the URL or the digital object identifier (DOI) included?</p>	
<p>For each citation in the text, is there a full reference in the list of references (or works cited/bibliography) at the end?</p> <p>Is the citation a direct link to the first word(s) of the reference?</p>	
<p>For each reference in the list of references (or works cited/bibliography) at the end, is there a citation in the text?</p> <p>Do(es) the first word(s) of the reference link directly to the citation as used?</p>	
<p>Is the list of references (or works cited/bibliography) in alphabetical order, with the last name of the author first?</p>	



What is a source?

Sources can be books, encyclopedias, websites, interviews, magazines, newspapers, etc. It is important to use good information you can trust.

What is a bibliography?

A bibliography is a list of the sources used to find information for your research.



Books

Title _____

Author _____

Publishing Date _____

Title _____

Author _____

Publishing Date _____

Websites

Website _____

Website _____

Website _____

Other Sources

HOW TO WRITE A BIBLIOGRAPHY

A bibliography is a list of sources used or cited when you research on a particular subject. It provides detailed information which include:

- Author's name
- Title of the book, article, website, etc.
- Publication date
- Publisher

It helps you know where you got your information from and it lets your teacher know that you are giving proper credit to the authors and their work. Having a bibliography also demonstrates your research thoroughness and credibility and it helps avoid plagiarism.

HOW TO WRITE A BIBLIOGRAPHY

Book with one Author

Bladgett, E Dinosaurs, Usbourne Publishers, 2010.

Book with more than one Author

Elwood, A & Wood, C Exploration in Space, Walker Publishers, 2012.

Book with no Author - only an Editor

Plunkett, K (Editor), Frogs, Scholastic Publishers, 2013.

Article in a Magazine

Day, B, 'A Matter of Interest,' National Geographic Magazine, February 15, 2013, pg.36-37.

Article in a Newspaper

Smith, Beverly, 'Texting is Killing English,' The Argus, 11 March 2013, pg.11

Article in an Encyclopedia

Plumber, W, 'Sharks,' The Encyclopedia Britannica, 2008

Video Clip or DVD

Shooting Stars, DVD, British Broadcasting Company (BBC), 2007, 49 min. 30 sec

HOW TO WRITE A BIBLIOGRAPHY

Radio or Television Program

'The Victorians: What they Gave Us', History Channel, December 19, 2012

Interview

Delaney, D (musician), Personal interview, Cape Town, 23 April 2014

Information from the Internet

Include the web address and the date the information was researched.

<http://www.wikipedia.com/pirates/> (January 21, 2014)