LaSalle Community Comprehensive High School Academic Integrity Policy

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In a world where vast amounts of information, intellectual property, and AI technology are easily and readily accessible, students must cultivate a sense of responsibility toward intellectual integrity. It is also essential that teachers, parents, and guardians work together to promote the values necessary for assessments that maintain fairness, trust, credibility, and respect for others and all students.

In the Middle Years Programme (MYP), students are encouraged to develop the traits outlined in the IB Learner Profile with a new trait celebrated each month in our school. Developing these traits is essential for student growth and becoming well-rounded individuals. One key learner trait is being principled, which involves acting with integrity and honesty and taking responsibility for one's actions. This is particularly important when it comes to academic integrity. All students from all programs must understand the value of producing authentic and original work, giving credit to others' ideas, and adhering to ethical guidelines in all their academic endeavors. By embodying these principles, students not only uphold the standards of the IB and school community but prepare themselves for future academic and personal success.

Intellectual property: When you create something new, it's your property and you have the right to decide how others can use it. This helps protect your unique ideas so no one else can take them without your permission.

Example: You copyright your original pieces of work (books, paintings, music). You get to decide how others use your creations in ads, media, and other media.

Authentic authorship: Your work genuinely reflects your ideas, experiences, and personality. It ensures that the content is true to who you are as the creator. This authenticity helps build trust with your audience, as they can be confident that the work is original and not copied from someone else.

Academic misconduct:

In an academic environment, "The IB defines student academic misconduct as deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment." (*MYP Academic Integrity Policy 2023*).

Below are some examples of academic misconduct:

1. **Plagiarism:** When a student passes the ideas and work of another individual as their own without proper citation of sources. Using visual documents (images, graphics, videos, etc.) and/or translating texts from one language into another without providing proper citation is also considered plagiarism. Lastly, paraphrasing a text by someone else (*expressing the idea of another person in their own words*) without referencing the source is considered plagiarism.

2. **Facilitating plagiarism:** Helping someone copy someone else's work and present it as their own. (Ex: Allowing your friend to copy your homework assignment in the cafeteria or during class time)

3. **Collusion:** Collusion covers those cases where students have used a common write-up for a group rather than written their own. (Ex: Two students, Alex and Jamie, are assigned separate essays on different topics for their History class. Instead of working independently, they decide to collaborate. Alex writes both essays, and Jamie submits one of them as their work. This is considered collusion because Jamie is presenting Alex's work as their own, which violates academic integrity policies.

   Legitimate collaboration can include dividing tasks equally and contributing your work to the final product, study groups to help peers understand the content, and providing peer feedback after each student has written their work.

4. **Duplication of work:** When the presentation of the same work is used for different assessments. (Ex: Animal adaptations research project for science is also submitted in English class for marks)

5. **Misconduct during an examination:** There is misconduct when a student possesses unauthorized material. (Cheat sheet/Memory aid, cell phone, textbook, etc.) or does not follow the proper exam regulations (possession of a smartwatch or cell phone).

6. **Falsification of data:** Lying about the facts, altering results to make them look better or different from what happened, or inventing data that was never collected. Essentially, manipulates numbers or facts to fit a desired outcome. (Ex: Making up scientific results for a science lab)

7. **Inclusion of inappropriate, offensive, or obscene material.**

Integrity means to act responsibly and accept the consequences of your actions:

Consequences of Academic Misconduct:

First Offense:	Second Offense:	Third Offense:
Notification: The student's. parents/guardians, administrators, and teachers will be informed of the misconduct and the nature of the violation. Documentation: The type of academic misconduct will be documented in the student's record. Counseling: The student will meet with a teacher and IB coordinator to discuss the importance of academic integrity and strategies to avoid future misconduct. Consequences: Will be left to the teacher's discretion; ie. redo the assignment, zero, detention, etc.	Notification: The student's. parents/guardians, administrators, and teachers will be informed of the repeated misconduct. Documentation: The type of academic misconduct will be added to the student's record. Counseling: The student will undergo a mandatory academic integrity workshop with the teacher and/or coordinator and/or librarian. Consequences: The student will receive a zero for the assignment or test involved.	Notification: The student's. parents/guardians, administrators, and teachers will be informed of the repeated misconduct and the impending consequences. Documentation: The type of academic misconduct will be added to the student's record. Consequences: MYP students will be removed from the MYP program. All students will face consequences deemed appropriate by the school: suspensions, community service, workshops with the librarian, planning room for several days, etc.

Note:
1. Any form of academic misconduct for provincial/board exams (gaining access to exams, possessing unauthorized materials, absence from the exam without a valid reason) will result in an automatic zero for the exam.

2. Any form of academic misconduct in the MYP Personal project final product and/or final report during year 5 that exceeds 10% will result in a grade of zero and will jeopardize the student's MYP in-house certificate. Final-year MYP students receive direct instruction and warnings about academic misconduct. Additionally, the school librarian provides a series of training sessions on proper research techniques and how to correctly source information.

School responsibilities for maintaining a culture of academic integrity:

1. To review and explain the LCCHS Academic Integrity Policy to students and parents throughout the year. (Morning announcements, agenda, grade 7 classes with the librarian, Britannica database, etc.)
2. Provide guidelines on teaching students how to use all forms of resources adequately by teachers and involving our school librarian. (**MLA format,** class examples, assistance from the school librarian, integration into ATL learning). See below for MLA guidelines and examples.
3. Clarification and explanation of the extent to which the use of study aids, books, or other information is permissible to fulfill assignment requirements.
4. Model academic integrity through the use of class notes and presentations.
5. Communicate with the students, administration, and parents when academic misconduct occurs.
6. Assist with librarian expertise whenever students seek further guidance on reference materials.

MLA Citation examples (See school librarian or school website for proper citations of other sources)

| <u>A good example of book citation:</u>

<u>Book:</u>

Author's Last Name, First Name. *Title of Book*. Publisher, Year of Publication *(specific pages, numbers, or range if applicable, the year is followed by a comma in this case, and the final period after page number(s))*

Example: Smith, John. The Wonders of Physics. Science Press, 2020.

With page numbers:
Example: Smith, John. The Wonders of Physics. Science Press, 2020, pg 72-74.

<u>Poor example of a book citation:</u>

The Wonders of Physics. | <u>A good example of a journal citation:</u>

Author's Last Name, First Name. "Title of Article." Title of Journal, vol. number, no. number, Year, pages. DOI, or URL.

<u>Online journal article from a database</u>

Doe, Jane. "The Impact of Climate Change on Marine Life." Journal of Marine Biology, vol. 45, no. 2, 2023, pp. 123-145. ScienceDirect, https://whatevertheURLis here.

<u>Online journal article NOT from a database, directly from the journal's website</u>

Doe, Jane. "The Impact of Climate Change on Marine Life." Journal of Marine Biology, vol. 45, no. 2, 2023, pp. 123-145. https://whatevertheURLis here.
<u>Poor examples of journal citation:</u>

The Impact of Climate Change on Marine Life. | <u>A good example of website citation:</u>

Website:

Author's Last Name, First Name. "Title of Webpage." Title of Website, Publisher (if different from website title), Date of Publication, URL.

Example: Doe, Jane. "New Discoveries in Quantum Physics." ScienceDaily, www.sciencedaily.com/releases/2024/10/241015123456.html. Accessed 15 Oct. 2024. (accessed portion is optional)

Poor example of website citation:

www.sciencedaily.com/releases/2024/10/241015123456.htm |

MLA format for in-text citations:

You can use a simplified in-text citation if you're using information from a single source more than once in a row (with no other sources referred to in between). Use a full in-text citation the first time you use information from the source. The second time, you only need to give the page number.

Format: (Author's Last Name Page Number); for example: (Smith 42).

Example:

Cell biology is an area of science that focuses on the structure and function of cells (Smith 15). It revolves around the idea that the cell is a "fundamental unit of life" (17).

Note: If using this simplified in-text citation creates ambiguity regarding the source being referred to (for example, another author called Smith), use the full in-text citation format.

Formatting of Notes:

MLA format uses in-text citations and all quotations or paraphrasing in academic work need in-text citations.

Preventative strategies

1. Regarding plagiarism, the burden of proof always rests with the student. Students should be prepared to present if requested, actual sources of information, ideas, data, graphs, and quotations used in a piece of writing or an oral presentation. (Formal or informal citations are always expected.)
2. Ask for advice whenever there is uncertainty about the appropriate use of source material.
3. Ensure you understand the expectations and know the consequences of breaking the academic integrity policy.
4. Make sure you talk to your teacher(s) openly, honestly, and maturely. Discussing questions and difficulties goes a long way to developing a sense of comfort and trust.
5. When something 'bad' happens, expect there to be consequences. Do not compound the incident by attempting to excuse the behavior you have been previously warned is unacceptable. Take responsibility for your actions.
6. When working in groups, be sure to keep track of what everyone is doing *(IB Ten Tips to Act with Integrity)*.
7. Learn to accept your strengths and weaknesses and do your best *(IB Ten Tips to Act with Integrity)*.

Responsible use of AI

"The IB will not ban the use of AI software. The simplest reason is that it is the wrong way to deal with innovation. Over the next few years, the use of this kind of software will become as routine as calculators and translation programs. It is more sensible to adapt and teach students how to use these new tools ethically." (Academic Integrity Policy 2023)

School's strategies for using AI responsibly:

1. **Referencing AI Tools**: If students use text or any product from an AI tool (copied, paraphrased, or modified), they must reference the AI tool in their work and add it to the bibliography. Be sure to include command prompts asked of the AI generator. Ex: *AI Prompt: Explain the process of photosynthesis in simple terms. Include the main stages and the importance of photosynthesis for plants and the environment.*

2. **In-Text Citations:** In-text citations should include quotation marks, the referencing style (MLA) used by the school, the prompt given to the AI tool, and the date the AI-generated the text. This applies to all AI-generated materials, including images.

3. **Language and Grammar Improvement Software:** Various software programs can help improve language quality, from spell checkers to complex rewriting tools. **Exception:** In language acquisition subjects, where sentence structure is assessed, using such tools is not permitted (ex: Grammarly).

4. **Collaboration and Assistance**: AI can be a valuable collaborator. Use it to brainstorm ideas, check grammar, or suggest improvements. However, remember that your work should primarily reflect your understanding and effort.
5. [Click here](#) for more information on 13 scenarios involving the use of AI in student coursework

Sources:

Teacher/school responsibilities and preventative strategies were borrowed and adapted from:

" IB Academic Integrity Policy. (2023) "

"IB Ten Tips to Act with Integrity" (2022)

International Baccalaureate Organization. MYP: From principles into practice, 2022.

Columbiacollege-ca.libguides.com/MLA9/

Evaluating 13 scenarios of Artificial Intelligence (AI) in student coursework (IB 2024)