2022-2023 Academic Integrity Policy

International Baccalaureate Programme Standards and Practices

Culture 3: The school implements, communicates and regularly reviews an academic integrity policy that creates cultures of ethical academic practice. (0301-03)

Culture 3.1: The school implements and reviews an academic integrity policy that makes the school's philosophy clear and is aligned with IB guidelines. (0301-03-0100)

Culture 3.2: The school clearly describes in its academic integrity policy the rights and responsibilities of all members of the school community, what constitutes good practice and misconduct, and the actions that are to be taken if there are transgressions. (0301-03-0200)

Culture 3.3: The school articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals: honesty, trust, fairness, respect and responsibility. (0301-03-0300)

Culture 3.4: The school ensures that relevant support materials, resources and structures related to the academic integrity policy are implemented. (0301-03-0400)

Culture 3.5: The school monitors and evaluates the impact of the academic integrity policy to ensure that it

International Baccalaureate Organization Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Primary Years Academy Mission Statement

Empowering compassionate global thinkers. Ask questions. Take action. Falcons…SOAR!

Primary Years Academy Vision Statement

In harmony with SUSD and IB philosophies, Primary Years Academy develops active, caring, and inquiring lifelong learners who help create a better and more peaceful world through intercultural understanding and respect.

Academic Integrity Policy

Primary Years Academy's Academic Integrity Policy ensures that our school's procedures and practices are transparent, fair, and consistent. It describes the rights and responsibilities of all members of our school community so that all stakeholders understand what constitutes good practice, and misconduct, and what actions are to be taken if there are transgressions.

What is Academic Integrity

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work (International Baccalaureate Organization (UK) Ltd, 2019, p. 3).

At Primary Years Academy academic integrity goes beyond this policy, it is part of our school's "ethical culture". It is a philosophy that we embrace and foster throughout the entire school community, so students will continue to adhere to this principle throughout their future lives.

We encourage our students to authentically express themselves. Students are taught essential media literacy skills that allow them to identify and cite from credible sources. Using district curriculum, students are taught the five fundamental practices related to academic integrity: honesty, trust, fairness, respect, and responsibility.

How Academic Integrity Relates to the Learner Profile Traits
Role of PYA Staff /Ways to Promote Academic Integrity

Primary Years Academy promotes principled lifelong learners. When students are engaged in inquiry, working on assignments/assessments, using technology or reflecting on their learning, students must demonstrate principled behavior and integrity.

Role of Staff (Including teachers, Students Support Services, Administration, and Support Personnel):

- Communicate appropriate ways to collaborate with each assignment
- Teach a recognized citation convention for written and non-written work
- Demonstrate and model academic integrity in presentations
- Assure that students understand that when they submit an assignment or assessment they are representing their own work
- Communicate to students, parents, counselors, administrators, about concerns and academic dishonesty
- Ensure that all staff, students, and parents understand definition, responsibilities,

- Involve students in reflection/discussion in the instance of academic misconduct
- Support the Academic Integrity Policy and investigate all reports of academic dishonesty and consequences.

Role of the Student

Students should:

- Confirm understanding of the Academic Integrity Policy each year
- Report academic dishonesty to a trusted member of the school staff
- Produce authentic work
- Ask for guidance when unsure

Role of Parents, Guardians, and/or Outside Support

- Read and understand the Academic Integrity Policy.
- Encourage their child to practice academic integrity.
- Cultivate a culture of academic integrity at home and in school.
- Address any concerns of academic dishonesty with their child and school personnel.

Academic Integrity and Technology

Technology is used to facilitate learning and to support district technology programs. Technology is also used as a means of communication among all members of the PYA community. The use of Chromebooks, tablets, and mobile devices provide access to information for research and collaboration among learners The school and district provides a 1:1 ratio of Chromebooks in grades K-5. PYA recognizes that students have the ability to use their personal devices to access sites that have been deemed inappropriate in a school setting. All PYA staff models positive and appropriate digital interactions and engage in teaching students the ethics of technology through the district Cyber Safety curriculum. Staff and students are expected to model positive behaviors when using all digital platforms.

Academic Misconduct

IB defines 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. Behavior that may disadvantage another student is also regarded as **academic misconduct**.

Definitions and Examples of Academic Misconduct

Plagiarism: "The practice of taking someone else's work or ideas and passing them off as one's own either intentionally or unwittingly without proper, clear, and explicit acknowledgement."

Examples:

- Representing the work of others as your own
- Refer to Stockton Unified SD Parent Handbook Plagiarism and Copyright Infringement
- Non-original work that is not cited
- Copying from a textbook, book, media, or presentation
- Failure to identify your sources
- Using online language translators unless explicitly allowed

Collusion: "Supporting academic dishonesty by another student, as in allowing one's work to be copied or submitted for assessment by another."

Examples:

- Helping someone cheat
- Allowing your work to be copied
- Unequal collaborative work
- Sharing information about an assessment

"Collusion is to be contrasted with collaboration, which we define as "multiple students actively engaged during the course as well as in the creation of a product per the assignment guidelines." It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task."

Duplication of work: "the presentation of the same work for different assignments"

Unfair Practice: "Any other behavior that gives an unfair advantage to a student or that affects the results of another student."

Examples:

- Sharing passwords
- Using unauthorized materials
- Disclosing information about an assessment
- Altering grades
- Impersonating another person
- Misconduct during testing times

If a student puts their name on any assignment, it is the understanding of the school's staff that they are acknowledging original ownership when submitting the work.

Consequences of Academic Misconduct

Primary Years Academy is concerned with the development of the whole student. Each student is unique and academic misconduct is handled on an individual student case. When academic misconduct occurs, incidents will be

addressed by the teacher with the student. When appropriate, administration, teachers, students, and parents will become involved. Parents will be notified of all infractions. Age-appropriate consequences will be administered according to SUSD and site discipline policies. A student who demonstrates a pattern of difficulty respecting academic integrity will be supported with interventions as part of our Positive Behavior Interventions and Support (PBIS) program.

Preventing Academic Misconduct

In order to prevent academic misconduct, Primary Years Academy will promote best practices by teaching students the skills needed to honestly complete and turn in original work. This will be accomplished by teaching the learner profile traits, direct teaching and coaching in research skills. Students in 5th grade will be taught to cite their work and acknowledge sources when completing research projects. Students will be guided in collaborative techniques when working in groups allowing all members to contribute equally and equitability.

Review of Academic Integrity Policy:
This policy will be reviewed and updated annually by PYA Leadership, teachers, Parent groups, and School Site Council.

Written, March 2021
Approved, May 11, 2021
Reviewed and approved, March 8, 2022

Sources:

- International Baccalaureate Organization Academic Integrity 2019
- International Baccalaureate Organization Academic Honesty in the IB Educational Context 2019
- Bloomfield Hills School Academic Honesty Policy https://www.bloomfield.org/uploaded/Parents_Students/IB/MYP_AcademicHonestyPolicy.pdf
- Daystar Academy IB PYP Academic Honesty Policy https://www.daystaracademy.org/uploaded/email_files/PYP_Academic_Honest_policy.pdf?1576862261530