



## 2024-2025 Academic Integrity Policy

### International Baccalaureate Programme Standards and Practices

#### Standard B1: Leadership and Structure

The school's leadership and administrative structures ensure the implementation of the IB Programme(s).

- B1.5 The school develops and implements policies and procedures that support the programme(s).

#### Standard C3: Teaching and Learning

- C3.2 Teaching and learning engages students as inquirers and thinkers.
- C3.4 Teaching and learning promotes the understanding and practices of academic honesty.
- C3.5 Teaching and learning supports students to become actively responsible for their own learning.

#### 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.  
Be IB.

#### 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, 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 schools “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 to essential media literacy skills that allow them to identify and cite from credible sources.

### *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, they 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
- Involve students in reflection/discussion in the instance of academic misconduct
- Support the Academic Integrity Policy and investigate all reports of academic dishonesty
- Ensure that all staff, students, and parents understand the definition, responsibilities, and consequences of the policy.

### *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, understand, and sign 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-6. PYA recognizes that students have the ability to use their personal devices to access sites that have been

deemed in appropriate in a school setting. All PYA staff model 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. Behaviour 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
- 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 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 a case by case basis. 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*

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 practice will be accomplished by teaching the learner profile traits and by teaching and coaching in research skills. Students in 5<sup>th</sup> 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 equitably.

#### *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, March 8, 2022; May 2023, March 2024

#### 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](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](https://www.daystaracademy.org/uploaded/email_files/PYP_Academic_Honest_policy.pdf?1576862261530)