



Greeley-Evans IB Schools Academic Honesty Policy

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

We believe that academic honesty is fundamental to accurately communicating and facilitating a student’s acquisition of knowledge, understanding of concepts, and mastery of skills to the students themselves, parents, and teachers of our school community.

In education, 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.

Plagiarism

Plagiarism is using other people’s words or ideas without clearly stating the source of that information. Plagiarism and cheating are serious offenses and will be treated accordingly. It is critical that students are transparent in their use of resources and research. The following are examples of plagiarism and cheating:

1. Copying someone else’s assignment or allowing someone else to copy your assignment. This includes sharing and/or collaborating on work online or through social media such as Facebook, and then passing off this work as your own without acknowledging collaboration.
2. Substituting synonyms for someone else’s word choice or restating someone else’s ideas in your own words without citing the source and providing documentation in the form of a bibliography/works cited.
3. Handing in another individual’s work as your own.
4. The use of a translation engine, such as Google Translate, to complete a graded foreign language assignment because you are presenting the translation engine’s work as your own.
5. Translating another student’s work into another language without crediting the author.
6. Dividing questions on an assignment so that students answer only a portion of the assignment and then use each other’s answers to complete the assignment. 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 and turned in as such. Do not assume it is allowed.
7. Copying sentences, phrases, paragraphs, or pages from books, websites or other sources without citing the source and providing documentation in the form of a bibliography/works cited. This includes paraphrasing.
8. Using plots, characters, theories, opinions, concepts, designs, and ideas from other sources (people, books, films, music recordings, television, websites or any other media) and presenting them as your own work as well as not correctly citing images and source material.
9. Copying answers from a classmate’s quiz or test paper, using a cheat sheet, or sharing answers before, during, or after a testing situation.
10. Falsifying data, conclusions, and answers and presenting them as fact.

Monitoring

Teachers will use anti-plagiarism software to check student work. Students are encouraged to also use the software to ensure that they have accurately cited their sources.

Students in both the MYP programs and DP programs meet with the school librarian in both class groups and individually with their research and essays to ensure that they are using the most up to date citation resources.

Consequences

Plagiarism and cheating have no place in the academic arena, and they are in violation of the Greeley-Evans District 6 Code of Conduct. The following process will be followed for such actions:

1. Student(s) who are found guilty of plagiarism or cheating *will earn no credit* for the assignment, project, or test. The *student(s) who contributed to the offense* (i.e. shared information or answers) *will also earn no credit*, whether or not the student(s) benefited personally from the information. Parents or guardians will be notified, and both the IB Director and the appropriate counselor(s) will be informed.
2. A record of the incident will be included in the student disciplinary file. Should a student accumulate two incident reports for plagiarism or cheating, a meeting with the student, parent or guardian and the IB Director will be scheduled to determine further disciplinary action.
3. Two incidents of plagiarism or cheating may result in being dropped from the IB Program. Incidents are cumulative from grades 9 –12.
4. A student may appeal to remain in the IB Program by following an appeal process to an ad hoc committee of three IB teachers. The appeal must be in writing and the student must be present for the appeal to be considered. The committee, IB Director and counselor(s) will make the final decision regarding the student’s continuation in the IB Program.
5. In accordance with the Code of Conduct, students found guilty of plagiarism or cheating may be suspended.
6. As per IB General Regulations, IB Diploma Program (DP) students found guilty of plagiarism/cheating on IB DP Internal or External Assessments and/or their Extended Essay, and/or of falsifying any CAS information are not eligible to earn an IB Diploma. See “General Regulations: Diploma Programme”

Role of major stakeholders in academic honesty

Role of student: Ensure transparency of all source material correctly and honestly as inquirers, thinkers, and communicators. Report any instances of academic dishonesty by self or peers to an appropriate authority.

Role of parents: Support student and teachers in advocating principled behaviors.

Role of teacher: Raise student awareness of academic honesty and directly guiding students through an exploration of the ethical issues related to academic honesty, including the appropriate use of technology. During assessments, teachers are actively monitoring students and maintaining an appropriate environment to ensure accurate student achievement level (for example, during individual assessments students should remain quiet throughout).

Role of coordinator: Support the teacher and imposes consequences for infractions while encouraging principled inquirers.

Role of administrators: Support the team

I have read the IB Academic Honesty Policy and agree to adhere to this policy.

Student Print Name	Signature	Date
Parent Print Name	Signature	Date

Academic Honesty Support Document



Student Name: _____

First Offense (No credit for assignment, project or test)

Date of Offense:

Explanation of Offense:

Corrective Action: _____

Parent Contact Date: _____

Student Signature

Teacher/Staff Signature

Second Offense (May result in removal from specialty programs AND No credit for assignment, project or test)

Date of Offense:

Explanation of Offense: _____

Corrective Action: _____

Parent Meeting Date: _____

Student Signature

Teacher/Staff Signature

Parent Signature

Third Offense (May result in suspension and/or removal from course/program AND No credit for assignment, project or test)

Date of Offense:

Explanation of Offense: _____

Corrective Action: _____

Parent Meeting Date: _____

Student Signature

Teacher/Staff Signature

Parent Signature