

## Academic Honesty Policy in AACPS Magnet Programs

The AACPS Magnet Community places academic honesty at the heart of student achievement and authentic performance while measuring personal integrity by fair and principled representation of one's abilities and skills. Regardless of the intention or perceived intention of academic misconduct, it is the work that the student submits, and only that work, which is under review. Within the AACPS Magnet programs, the AACPS Academic Integrity Policy and Regulations apply.

Academic Honesty is a belief that all students are responsible for presenting their own authentic work. Lapses in judgment, unintentional acts, or premeditated choices to misrepresent one's abilities or skills constitute academic misconduct.

Furthermore, all members of this community—students, teachers, administrators, staff, and parents—take ownership of their written, visual, or audio compositions and their originality, explicitly noting when the work of another has been included in theirs. Instruction designed to support students' research, writing and citation skills will be offered in magnet program coursework in grades 6-12. Students have access to many resources, which include print and electronic resources as well as school staff. Failure to complete work in a timely manner prevents students from being able to access these resources fully.

Finally, academic misconduct may result in action taken by AACPS and/or one of its affiliated programs i.e. the International Baccalaureate Organization.

### Overview

In the AACPS Magnet Community, it is especially important that students take sole responsibility for any and all of their academic work; they alone are accountable for its originality. Students should:

1. Ensure that **all sources** they have consulted are acknowledged in their work using the **referencing style** agreed upon by their teacher. IB students should refer to the IB publication "Effective Citing and Referencing" (2014),
2. Make sure that information they have used is **acknowledged** in the body of the text and is fully listed in the works cited.
3. Use **quotation marks or indentation** when using another individual's exact words and give credit to the original author.
4. **Cite their source** whether they use a direct quotation or paraphrase the words/ideas of another so that readers can find the reference; if the origin of a source cannot be stated, it should not be used.

### Definitions of Academic Misconduct or Malpractice

**Plagiarism**— is the intentional or unintentional representation of the ideas, words, or work of another person as the student's own. Students must also be aware that translating a passage of text and using the translation in their own work without acknowledging its source is also plagiarism.

**Collusion**—is supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another

**Duplication of Work**—is the presentation of the same work by a student for different assessments, assessment components, and/or AACPS or AACPS Magnet program requirements.

**Misconduct**—is a breach in protocol or conduct during an examination\* or assessment\*\*. Students who possess unauthorized material, demonstrate disruptive behavior, copy another's work, or communicate with another student are examples of this misconduct.

**Disclosure of Information**—is the exchange of any information, related to an examination\* or assessment\*\*, to another student whether a student gives or receives such information. Additionally, any discussion of the contents of an IB examination within 24 hours after the examination is also misconduct.

**Misrepresentation of Information** - is the submission of altered hours or signatures of approval for independent work, internships, CAS hours. (Handbook of Procedures, 2017).

*\*Examination - IB Diploma Programme Examinations*

*\*\*Assessment - formative or summative assessment tasks or IB Diploma Internal Assessments.*

### **Forms of Academic Misconduct or Malpractice**

While there is only one set of values and skills that constitute academic honesty, there are many forms of academic misconduct or malpractice.

**Academic misconduct or malpractice** is a behavior by a student that results in that student gaining an unfair advantage over another student or receiving credit for work that is simply not, in part or in its entirety, his/her own work. What often complicates the concept of academic dishonesty are the areas of academic negligence, academic infringement, collaboration and intellectual property infringement.

**Academic Negligence** is an act of plagiarism which ranges from students being careless in not recording their sources to displaying a casual disregard for the origin of the material in their work.

**Academic Infringement** is the failure of students to note the source of information within the body of their work (i.e. quotation marks or the like) but has or has attempted to acknowledge the source in their works cited page. Although this is not plagiarism, per se, no mark or grade may be given to the work.

**Collaboration** is loosely defined as working together on a common task with the aim to share information. Students, however, are still responsible for producing their own work in their own voice and must not allow their work to be copied or submitted by another student.

**Intellectual property** refers to creations of the mind. It is a work or invention that is the result of creativity such as a manuscript, a song, a performance piece, a design, an experiment, a prototype, or the results of research to which one has rights. (Handbook of Procedures, 2017).

### **Procedures for Academic Honesty Infractions**

In all academic work for AACPS magnet programs, inclusive of the system's IB Diploma Programme, teachers often require drafts of work to be completed. Within this context teachers may allow students the option of correcting any irregularities in their work before submitting their final copy or in any official submission to IBO. Teachers may also require students to submit work electronically to turnitin.com.

If a teacher (student, parent, or administrator) suspects that a student is in violation of academic honesty policy (or if turnitin.com reveals any degree of plagiarism):

1. The student's work may be subject to a formal investigation.
2. The teacher or magnet lead will make every attempt to document the source of the infraction.
3. The teacher or magnet lead will consult with the student to discuss the possible infraction.

If an infraction has occurred:

1. The student's parent(s) or guardian(s) will be contacted.
2. The teacher or magnet lead will notify the Head of the respective Magnet Program including the Magnet program lead and Magnet Administrator of the malpractice.
3. The Magnet Administrator, and when appropriate the Magnet lead, will meet with the student to determine the consequences of malpractice. Consequences can range from a zero on the assignment, which may result in loss of credit for the course, probation, ineligibility for the IB Diploma and/or removal from the magnet program.
5. The Principal will record the incident, notify the parents, BOE, and in cases involving IB, the IB Organization.

In cases specific to the IB Diploma Program, any infraction or malpractice on an official IB assessment or examination component, requires the IB DP Coordinator and the Principal to follow IB protocols. In most cases, the student will be removed from the program and the assessment will be void.

References and Resources:

AACPS Academic integrity Policy and Regulations Effective Citing and Referencing, International Baccalaureate Organization, 2014. Handbook of Procedures for the Diploma Programme, International Baccalaureate Organization, 2017. IB General Regulations: Diploma Program, International Baccalaureate Organization, 2017.

\*This policy is regularly reviewed by AACPS stakeholders included but not limited to teachers, parents, students, and board-based AACPS employees