

Spring Valley Academy
MYP Academic Honesty Policy

“Honesty is the best policy.”

Benjamin Franklin
(1706-1790)

“To make our children capable of honesty is the beginning of education.”

John Ruskin (1819-1900)

“The highest qualities of character... must be earned.”

Lyman Abbott
(1835-1922)

Philosophy

In the MYP, we believe helping students to understand the importance of academic honesty is critical in producing well-rounded critical and creative thinkers/learners/citizens. In our quest for providing quality learning experiences for all students, we believe that all students must understand the importance of academic honesty and the implications/consequences that come with academic dishonesty. We promote a school-wide understanding of what it means to be academically honest.

At SVA, students develop the understanding of skills necessary to learn and create while maintaining academic honesty. All students are expected to:

- Create their own work and use their words;
- Understand how to conduct research;
- Demonstrate how to acknowledge sources;
- Behave in a responsible and ethical manner throughout their MYP experience.

MYP standards and practices that focuses on academic honesty

Standard A: Philosophy

- The school promotes responsible action within and beyond the school community.

Standard B1: Leadership and Structure

- The school develops and implements policies and procedures that support the MYP programme.
- The school has developed and implements an academic honesty policy that is consistent with IB expectations.

Standard C2: Written Curriculum

- The written curriculum integrates the policies developed by the school to support the MYP programme.

Standard C3: Teaching and Learning

- Teaching and learning promotes the understanding and practice of academic honesty.

Spring Valley Academy's Academic Honesty Policy is based on the virtues of the IB learner profile which encourages us to be honest, act with integrity, be fair, and to take responsibility for our actions. In short, students, teachers, parents and administrators of Spring Valley Academy are expected to:

- **Be honest**
- **Be Authentic**
- **Give credit where credit is due**

This means students will not copy another's work, and students will not allow others to copy their work. Our work shall be authentic and we will give credit and acknowledgement to any person, place or source we have gathered our examples, knowledge, quotes or ideas from.

To Be Honest SVA will not tolerate...

- **Plagiarism:** Copying another's ideas or work and calling it our own
- **Collusion:** Allowing someone to copy or cheat off of your work and call it their own
- **Duplication:** Using the same work for two different classes or assignments
- **Irresponsibility:** Your actions affect another student

Within all classes, teachers ensure that students understand these definitions and the consequences that could come the above listed practices. Students understand real-world implications for practicing any of these forms of academic dishonesty.

To be Authentic we will...

- Do our own work in our own words
- Do our own research
- Use our own ideas, even after considering others ideas

To give credit to others we will...

- Document the sources of the information we gather and use in our own work, even from online
- Acknowledge others work and contribution using the (Chicago) style of citation
- If we quote others we will name them

Explicit instruction for citation and documenting sources is given within all classes and across all grade levels.

Avoid Malpractice and take responsibility

Being an Academically Honest Student means learning the right way of doing things from our teachers and then practicing those right ways. Malpractice means bad practice, or breaking the rules of Academic Honesty.

When the rules have been broken we will take responsibility for that action. Teachers will be the first responders in making things right, but a second malpractice means working with the school coordinator, the principal and the family. Consequences for malpractice may include re-doing an assignment or given a new assignment.

Academic Honesty Policy

It is the policy of Spring Valley Academy, in keeping with the IB Educational Context (2014) and with mindfulness of the IB Learner Profiles, that all work produced by SVA students be authentic. The policy will be to guide students to identify what is academically honest, what is not, and how to make a determination of the two. Students will be encouraged to inquire, acquire, evaluate, construct and synthesize knowledge from a variety of sources. All source materials will be referenced using the Chicago style, including sources that are written, found in media or online.

Teacher, Student, Parent and Administration Responsibilities

The Spring Valley Academy Teachers will instruct and guide the students on appropriate methods, ways and means to be academically honest and responsible. They will show the students what is acceptable, what is unacceptable, and guide the students towards honest academic success. The teachers will demonstrate academic honesty and provide examples of sourcing, referencing and citing, and demonstrate by example how knowledge is constructed.

The students of Spring Valley Academy will inquire and acquire an understanding of Academic Honesty and will demonstrate their principles by not cheating, plagiarizing, colluding, copying, duplicating or using another's work for their own. Students will reference and cite their sources and ask their teachers for guidance when in doubt. Students will not knowingly allow others to use work not their own (don't let others copy off of you or somebody else). And finally, students are expected to be academically honest and to take responsibility for their actions, no matter the consequence.

Students should remember the following:

Why cite?

- To give the reader the opportunity to see references
- To receive proper credit for the research that occurred on their work
- To establish credibility

What to cite?

Students need to acknowledge any source written or electronic materials which are not their own such as:

- Art
- Audio
- Books
- Broadcast
- Graphics
- Interviews
- Maps
- Text

Parents, guardians and families of students at Spring Valley Academy are asked to offer their support to student effort, praise student accomplishment, and support disciplinary actions necessary to guide students towards academic honesty and success. Some students may resist doing the extra work or taking the necessary steps to comply with academic honesty. It is at these times when the stakeholders of education- the adults- need to firmly guide the student towards doing the right thing.

The school administrators are the principal, IB coordinator, librarians, teachers and staff responsible for student safety, care, discipline, health and wellbeing. It is their job to manage the school and to ensure fairness, open-mindedness, and balance on campus and for all school representations. This includes handling academic malpractice and holding students responsible for their actions when necessary.

Malpractice

When a student is misguided or otherwise unknowingly engages in academic dishonesty their teacher should be the first to respond and make the fair correction. In the simplest case the student(s) may need to go back and redo the assignment or apologize to the person(s) whose work was infringed on. A mark will be made in the student' record, the student(s) should review the Academic Policy and materials and in most cases the incident would thereafter be dismissed. A second offense will be considered willful.

When a student or students knowingly and willfully engage in malpractice or academic dishonesty the teacher will notify the IB Coordinator and the student's parents or guardian. The IB Coordinator may at this point choose to refer the student to the Dean of Discipline and the Academy's discipline policy and restorative justice procedures will come into effect even if it is a first offense. Consequences of academic dishonesty may include an apology to the person whose work was plagiarized. Interventions for helping students to understand the importance of academic honesty may be having a student re-do an assignment or complete a new assignment. Students who engage in malpractice will be given every possible support for improving their understanding of academic honesty.

Students who know of others engaging in academic dishonesty should tell their teachers, even if anonymously. If it is discovered that a student knew but did not report it, that student may be involved in collusion and could receive a referral to the IB Coordinator.

SVA Academic Honesty Policy adapted from the following resources:

Academic Honesty in the IB Educational Context (IBO, 2014)

MYP: From principles into practice (IBO, 2014)

Monitoring and Revision of the Academic Honesty Policy

Spring Valley Academy's Academic Honesty Policy was first developed in 2016. An Academic Honesty Committee made up of teachers and administrators reviewed current practices and IB requirements in regards to academic honesty. This committee highlighted specific areas to be included in the first draft and wrote the first draft. Input from Spring Valley's Guiding Coalition and School Site Council helped determine needed revisions, and a final draft was presented to the school community for additional input.

Sample School-wide Activities for Promoting and Introducing Academic Honesty:

Definitions

Write the definitions for the following words. Then use each word in a sentence. It's OK to use another piece of paper. At the bottom of this page make a notation of the dictionary you used to find the definitions, including online dictionaries.

Term	Definition	Use in a sentence
Acknowledge		
Authentic		
Cite		
Collaboration		
Collusion		
Consequence		
Duplication		
Fairness		
Honesty		
Integrity		
Malpractice		
Plagiarism		
Principled		
Responsibility		

Source: (Name of book or site, author(s), date of publication), web address

Giving Credit Where Credit is Due

Cutting and pasting words from Wikipedia or another online source or article and passing it off as your own work is wrong. It is plagiarism and plagiarism is stealing.

The same goes for copying words, diagrams or pictures from books, magazines, newspapers, media, even what you've heard other people say on the TV, in movies or radio and claiming them as your own.

Using other people's words to support your own work and ideas is OK, so long as you give them credit and acknowledge that you are using their words or ideas to support your own work.

There are some very specific ways to correctly use other's work in support of your own and doing so makes you and your work more intelligent, better researched and better prepared. Using quotations, citations and references really doesn't take much effort.

Making a bibliography or citation

As you work on a report or project begin keeping a list of what books, articles or websites- anything online- you use. Write down the following for each:

Every piece of information might not be there, and that's OK. Sometimes you can only find the author, title and date. The important thing is to give credit to the source of the information.

1. Who wrote the book or article
2. What is the title of the book or article
3. Who printed or published the book or article
4. When was the book or article published or printed
5. What page are you quoting from
6. The date YOU accessed the information

Found online references

For example, say you wrote a report about IB schools and you wanted to use this quote from Wikipedia:

“As the IB's mission in action, the learner profile concisely describes the aspirations of a global community that shares the values underlying the IB's educational philosophy. The IB learner profile describes the attributes and outcomes of education for international-mindedness. IB learners strive to be: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Risk-takers, Balanced, Reflective”**

Notice the ** at the end of the quotes. This tells the reader you have more information to share about this quote. At the end of your paper student writes the following:

** “International Baccalaureate”, from Wikipedia, the free encyclopedia, last modified on 23 October 2016, https://en.wikipedia.org/wiki/International_Baccalaureate

This is how you reference something found online

International Baccalaureate	from Wikipedia, the free encyclopedia	last modified on 23 October 2016	https://en.wikipedia.org/wiki/International_Baccalaureate
Title	Source	Date modified	Web Address

Special Assignment:

Write a paragraph on a topic that interests you and include a direct quote or a diagram from an online source.

Complete the table below and then include that information as a footnote to your paragraph. Including this information proves that you did some research and that you probably know what you are talking about and that you just didn't make it up.

Online reference:

Author (who wrote the article)	Article Title	Source (name of the website)	Date modified (usually found at the bottom of the web page)	Web Address
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Bibliographies

A bibliography is a list of books, articles and sources you used to write your paper or complete your project. It's a great way to prove you did some research and reading, it proves you put some effort into your work. It's academic honesty to give credit where credit is due and allows your teachers to check your claims or do further research on your topic.

Creating a bibliography is really easy. Say you wrote a report on the great music composer Beethoven and you wrote that when Beethoven was a teenager he wrote letters that made him seem a lot older, talking about the weight of having responsibilities fate and his

philosophy of man versus fate. You would know about this from reading a book and so you need to demonstrate your research and give credit to the book's author at the end of your report in a bibliography:

Jacobs, David. *Beethoven*. American Heritage Publishing Co, 1970

Last Name, First	Book Title	Publisher	Date Published	Page number if you are quoting the book
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Practice:

1. Find any two reference or non-fiction books on the shelf in your library on any subject you would enjoy knowing more about.
2. Read up on your subject... learn a couple new things or refresh your memory
3. Write a paragraph about what you have read.
4. Write a bibliography listing the two books you referenced to write your paragraph.

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- Academic Honesty in the IB Educational Context (IBO 2014)