

Palmer High School International Baccalaureate Diploma Program Academic Honesty Policy, including Consent to upload eCoursework / Assurance of authenticity

When you entered the Palmer IB MYP program, you read and signed a document very similar to this one. As you now enter the IB Diploma program, it is time to review the basic principles of academic honesty and to reaffirm your commitment to approach your studies with integrity.

From *Academic Honesty in the IB Educational Context*: “Academic honesty is an essential aspect of teaching and learning in IB programmes where action is based on inquiry and reflection” (2014, p. 2).

“In their academic work, DP students develop research skills and study habits that are needed to demonstrate academic honesty in more formal ways than would be appropriate to expect of younger learners. DP students investigate and evaluate the usefulness of a greater variety of resources, and incorporate and reference them within oral and written presentations of increasingly complex formats” (p. 16).

IB further observes that, Diploma “students experience a set of emotional pressures—the pressure to perform on summative assessments, the stress of the university admission process and time pressures—exerted by a system that can be seen to reward the individual’s end result over the work...required to get there” (ibid). These pressures can encourage students to take short-cuts in their learning that gives them an unfair advantage over their peers.

“Thus, teaching and learning in the DP must develop the positive behaviors that students will need to demonstrate clearly that they complete their work carefully, honestly and authentically” (ibid).

General Guidelines

Students are expected to do their own work for assessment purposes; to receive only such help from peers, parents, or others as authorized by instructors; to avoid claiming as their own the words, ideas, or data of others; and to refuse to assist peers in cheating. Students recognize that there are consequences to academic dishonesty, and that some of these (e.g., if they occur in relation to official work submitted for formal IB assessment) are severe – i.e., can result in forfeiture of the IB Diploma or exclusion from the Diploma program.

Examples

No set of examples can be exhaustive. The following list provides an indication of the kinds of behaviors that constitute academic dishonesty.

1. *Copying another student’s work.* Students must not look at the answer sheets of others or copy another student’s homework.
2. *Using “crib sheets,” unauthorized tools, or other aids during an assessment.* Students must bring into assessment settings only those items that are specifically authorized. If calculators are permitted, only authorized programs are allowed. Students may not use smartphones or wearable technology (watches, etc.) that allow connection to the internet or make it possible to review unauthorized notes during an assessment.
3. *Willfully allowing one’s own work to be copied or otherwise sharing answers during an assessment.* Students are expected to take commonsense precautions to decrease the chances that someone else will cheat off of their tests.
4. *Giving or receiving advance knowledge of an assessment.* Students must not discuss the specifics of any assessment with others who have not yet taken the test. Students are not permitted to use smartphones or other technology to take pictures of – or otherwise share – assessment material.

5. *Plagiarizing the work of others.* If a student uses the words, ideas, images, data, etc. of another student or from other sources, that work must be appropriately and specifically acknowledged by means of formal citations. Students must pay close attention to the instruction they receive regarding citation of sources.
6. *Allowing another person to do one's work.* Getting general help from others is often quite acceptable. A peer or parent may offer general feedback or assist in mastering skills or reviewing content. Students should not permit peers or parents to do specific problems, plan projects, write essays or portions of essays, or otherwise do their work for them. When students work together as authorized, they are expected to follow any teacher guidelines for insuring that all students do their fair share.
7. *Falsifying or willfully misrepresenting data.* Students agree that data submitted as part of experiments, lab write-ups, problem-sets, etc., have been collected honestly and appropriately given the requirements of the assignment.
8. *Falsifying school records.* Students agree that signatures collected to document participation in activities (as part of the IB Diploma CAS requirement, for example) are authentic.

The difference between “collaboration” and “collusion”: Much of your work as a student is done cooperatively – in research teams, with lab partners, and so forth. In ordinary classroom settings, it is very important for students and teachers to have a clear understanding of the difference between acceptable and unacceptable cooperation. For work required for formal IB assessment, there are very few cases in which any level of collaboration is acceptable; and collaborating in an exam setting is always a breach of academic honesty.

The question of intention: Sometimes students will claim that although they know the basic difference between “right” and “wrong,” they did not in a particular case truly *intend* to cheat. For example, a student may fail to cite a quotation but then claims that this was simple carelessness. It is important to realize that in most cases in the academic world, intention is irrelevant: if an idea, words, or image in research is not original, it must be acknowledged. When engaged in research, it is the responsibility of students to follow carefully the guidelines they are taught for using and citing sources.

Consequences for violations of the academic honesty policy fall into several categories.

First, there are classroom consequences. The teacher is responsible for establishing clear consequences for non-IB required work. Typically, students will receive a “zero” or “no credit” for an assignment where cheating occurred. At the teacher’s discretion, a student may be required to complete the assignment (or an equivalent) for reduced credit. The teacher will notify the student, the parent/guardian, and the IB coordinator.

Second, there may be administrative consequences, such as detention or suspension. Students who demonstrate a pattern of academic dishonesty (two or more documented offenses) or who commit infractions that are especially serious (e.g. involve conspiracies among multiple students) may be removed from the IB program at the conclusion of the semester.

Third, there may be consequences from the IB itself for IB-required work (such as an exam, the Extended Essay, or a required internal assessment). The IB requires the school to investigate and document suspected cases of academic dishonesty. This can include submitting a report to the IB which will ultimately decide the case. In such an instance, the student is encouraged to write a personal statement. If the IB finds that the student has violated the academic honesty policy, the student will likely forfeit the IB Diploma.

Your signature below indicates that you have read, understood, and accepted the policy above.

Student’s signature _____

Date _____

Consent to upload student work to IB / Declaration of authenticity

In some cases, you will upload IB-required assessments directly to the IB through IB's candidates' website using something called MyCoursework (eCoursework). You will be given login credentials and instructions about how to do this. In other cases, your teacher, the IB Coordinator, Administrative Assistant, or Extended Essay supervisor may submit such work on your behalf. This work includes items such as internal assessments, the Extended Essay, and externally assessed components for courses such as English Language and Literature; Group 2 Language Acquisition, Visual Arts, and Theory of Knowledge.

You must consent to allowing an authorized school staff member upload coursework materials on your behalf, where you do not have access or permission to do this themselves. Further, you must declare that all work uploaded or passed to an authorized school staff member is accurate, is the final version, is your own work, and that you have correctly acknowledged the work of others.

This declaration will cover all pieces of work produced and provided by the candidate, including all internally and externally assessed work.

Declaration

You understand and consent to:

- 1) The programme coordinator or another authorized school staff member uploading your work to the IB's eCoursework system, and
- 2) The IB's processing, use, disclosure, and transfer of your personal data, including without limitation any sensitive personal data and/or education records, as described in the IB's privacy policy and the Privacy Supplement, including worldwide cross-border transfers (including storage and access of such data outside of your country of residence).

You also confirm that:

1. you are **at least** 15 years old;
2. the version of any materials you pass to your programme coordinator or another school staff member is the correct and final version, is your own work and that you have correctly acknowledged the work of others, and
3. failure to do this will be investigated as a potential breach of IB regulations.

Your signature below indicates that you have read, understood, and accepted the policy above.

Student's signature _____

Date _____