

Edward W. Bok Academy North Academic Honesty Policy



Purpose

Edward W. Bok Academy North aspires for our scholars to be engaged, critical thinkers with an intercultural view of the world. The desire for our scholars is to be focused, have integrity while being inquirers for knowledge, and demonstrate responsibility as lifelong learners. These character traits are the framework of the Edward W. Bok Academy North Academic Honesty Policy which is in alignment with IB learner profiles of Balance, Communicator, Thinker, and Principled. Focused scholars will demonstrate ethical reasoning in their assignments (Thinker), integrity by respecting others' intellectual property (Principled), and responsibility by managing time to complete assignments properly, which will eradicate possible situations that can lead to academic misconduct or plagiarism (Balance). Knights will be engaged and empowered to develop ideas of their own (Communicator) and collaborate with others to effectively impact our community and world as lifelong learners. Principled is a valued IB Learner Profile trait that is defined as, "Acting with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. Principled scholars take responsibility for their actions and their consequences." (MYP: From Principles into Practice, 2014). When scholars continually apply these learner profile traits to the learning process, a successful progression will be demonstrated at the examination level.

Edward W. Bok Academy North sets high expectations for all learners to demonstrate academic honesty and integrity in all their classes. This is done by submitting authentic work, valuing the work of others, not allowing other students to copy or submit work as their own, acknowledging sources used with appropriate MLA citations, and working collaboratively.

Academic Integrity Important Definitions

The International Baccalaureate's Policy, *Academic Integrity*, (International Baccalaureate Organization, 2019) defines the following:

Academic Integrity: the guiding principle in education and choice to act in a responsible way whereby others 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, 2019).

Student academic misconduct: 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. This includes causing a disadvantage for other scholars that threatens the integrity of an assessment or assignment (International Baccalaureate Organization, 2019).

Plagiarism: the representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment (International Baccalaureate Organization, 2019).

Cheating: using unauthorized aids or sources as an advantage on an assignment, assessment, or exam.

Collusion: supporting the academic misconduct of another scholar.

Collaboration: working together with someone or a group to produce or create something with the expectation that all group members contribute to the final product. If a member does not contribute equally and/or is allowed to submit his/her name on the final product, then the student is performing academic misconduct of collusion.

Intellectual Property: a work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, or trademark (International Baccalaureate Organization, 2019).

Authentic Authorship – the original or authentic work created by someone originating from their own creative ideas, language, or expressions.

AI and Chat GPT: ChatGPT is a language model AI, which means that it can generate text based on

the input it receives. Therefore, students should not use profanity or offensive language while chatting with ChatGPT, and should not use the service to engage in bullying, make threats, or share sensitive information. OpenAI's terms and conditions prohibit the use of the service for any illegal or harmful activities. Therefore, it is important to educate students on the safe and ethical use of both ChatGPT and to ensure that the services are used for educational purposes only.

For Parents:

- It is important to follow OpenAI's terms and conditions
- Use your own email account to sign up for ChatGPT for your child, and share the login information with them only if they are aware of the nature of the account and are using it with your knowledge and permission
- The account your child is using is for educational purposes only, and not for any illegal or harmful activities.
- Parents should monitor their child's chats to ensure that their use of the service is appropriate and safe.
- Parents should be aware of the implications of a child's violation of OpenAI's policy, which includes suspension or termination of the account, disciplinary action by the school, or legal action by OpenAI.
- Parents should educate their children on the safe use of the service, including the importance of not sharing personal information or engaging in inappropriate or illegal activities.

For Students:

- Students should not register or attempt to register for ChatGPT with their school account or by providing false information about their age. They should only use the tools through their parent's account, with full knowledge and permission from their parents or guardian.
- Students should use the service for educational purposes only, and abide by OpenAI's terms and conditions.
- Students should not use profanity or offensive language with ChatGPT.
- Students should not share or view inappropriate content, such as graphic violence.
- Students should not make threats or engage in bullying.

Students should not make false or defamatory statements about another person.

- Students should not share sensitive information
- Students should be aware that any violation of OpenAI's policy could result in the suspension or termination of their account and possible disciplinary action by the school or legal action by OpenAI.
- It is important to note that this guide is for school use only and that use of the service by the student outside of school should be approved by the parent or guardian.

For Teachers: teachers should:

- use the service for educational purposes only and abide by OpenAI's terms and conditions.
- not share their access credentials or the account registered to their school email with others outside their organization.
- use the service for educational purposes only and abide by OpenAI's terms and conditions.
- become familiar with the capabilities and limitations of ChatGPT before using them in the classroom.
- provide clear instructions and guidelines for students on the appropriate use of ChatGPT, and model appropriate use of language and content when interacting with ChatGPT
- monitor student use of ChatGPT to ensure compliance with school policies and OpenAI's terms and conditions.
- incorporate opportunities for critical thinking and discussion about the ethical implications of using AI in the classroom.
- incorporate activities that encourage students to generate their own questions, ideas, and interpretations when using ChatGPT.

Edward W. Bok Academy North Roles and Responsibilities

Edward W. Bok Academy North places high value on academic honesty which extends from formative to summative assessments. From the beginning of their participation in the MYP, instructors work with learners to develop shared understandings about cheating, plagiarism, collusion, and any academic dishonesty.

Faculty, Instructors, and Support Staff will:

- Provide note-taking and mind-mapping skills.
- Provide clear, specific instructions and expectations in intellectually engaging and creative assignments, projects, and assessments.
- Model best practices in academic integrity.
- Explain and use models to build capacity for understanding the difference between collusion and collaboration in one's work.
- Teach students how to cite various sources using MLA citations and avoid plagiarism.

Scholars will:

- Create their own intellectual property and not copy work from other scholar or source and submit it as their own.
- Work collaboratively when permitted and follow guidelines provided by the instructor for collaborative work.
- Develop a plan for assignments to meet deadlines to eradicate the chances of academic misconduct.
- Cite information when using other sources using correct MLA citations.
- Be prepared for assignments, projects, and assessments to uphold the academic integrity of the scholars and other scholars.
- Bring to the attention of academic leaders and instructors any issues of academic dishonesty.

Parents and Guardians will:

Support their child in developing self-management skills to be successful in their academics and support the Edward W. Bok Academy Academic Honesty Policy.

Examples of Proper Citations**Book (Print)**

Format: Author. Title of Book. Publisher, Year.

Example: Arnold, Francis. Greece. Steck-Vaughn, 1992.

Example One or More Authors: Bernadac, Marie-Laure, and Paule Bouchet. Picasso: Master of the New Idea. Abrams, 1993.

Magazine or Newspaper Article (Print)

Format: Author. "Title of Article." Title of Magazine or Newspaper, Date, Pages.

Example: Johnston, Richard. "Martin History Revisited." Acoustic Guitar, July 2009, pp. 60-69.

Web Page

Format: Author. "Title of Page or Article." Title of Web Site, Publisher, Date of Publication, URL.

Coates, Ta-Nehisi. "The Case for Reparations." The Atlantic, June 2014,
www.theatlantic.com/magazine/archive/2014/06/the-casefor-reparations/361631/.

Social Media Post

Format: Username. "Full text of post." Title of Web Site, Date of Post, Time of Post, URL.

Example: @dog_rates. "They're good dogs Brent." Twitter, 12 Sep. 2016, 3:05 p.m., twitter.com/dog_rates/status/775410014383026176.

Photograph, Illustration, or Image (Online)

Format: Artist. "Title of Image." Title of Collection, Publisher, or Institution. Date of Publication, URL.

Example: Lomax, Alan. "Mexican Girls, San Antonio, Tex." Lomax Collection, Library of Congress, Apr. 1934, www.loc.gov/pictures/collection/lomax/item/2007660003/.

Video or Movie (Online)

Format: "Title of Episode." Title of Movie or Series, Notable Contributors, Season Number, Episode number, Publisher, Date. Streaming Service, URL.

Example: Black Panther. Directed by Ryan Coogler, Marvel Studios, 2018. Netflix, www.netflix.com/title/80201906.

Examples of citations retrieved from www.andyspinks.com

Consequences of Academic Misconduct at Edward W. Bok Academy North

The expectation at Edward W. Bok Academy is that scholars will not be academically dishonest. This includes both giving and accepting help on assignments and plagiarism. The instructor will inform the scholar's parent/guardian if cheating occurs. The scholar will receive a zero on the assignment and/or be referred to an administrator. The following actions are considered to be academically dishonest:

1. Using unauthorized materials on assignments or assessments and exams.
2. Receiving unauthorized information on assignments or assessments and exams.
3. Knowingly giving information on assignments or assessments and exams
4. Providing specific information, questions, or answers to a scholar who has not taken or completed an assignment, assessment, or exam.
5. Turning in someone else's work to receive credit.
6. Plagiarizing another's work.

The Polk County School Board Code of Conduct states in CHEATING (SECTION 4.02), "In addition to the academic ramifications for cheating, a student who participates in using, copying, or providing another student with any test, test answers or answer keys or another person's work representing it to be his or her own work, is guilty of unacceptable conduct."

The Edward W. Bok Academy North Academic Dishonesty Consequences Adheres to the Polk County Code of Conduct Section 4.02

Level 1 – Conference-Instructor/Scholar/Administration/Family and/or other parties deemed necessary. *Scholars will have the opportunity to complete an alternative assignment.

Level 2 – Reinforce Behavior-Specific Strategies: Reinforce strategies that support academic achievement, review, model, and practice academic honesty expectations, review classroom procedures and expectations, encourage peer coaching and mentoring, consult with grade level, resource, student services, and leadership teams for classroom/individual behavior management ideas. *Scholars will have the opportunity to complete an alternative assignment.

Level 3 – Detention or Work Detail Programs 1-5 days. *Scholars will have the opportunity to complete an alternative assignment.

Level 4 – Suspension 1-5 days (With a behavior contract.)

Level 5 – Suspension of 6-10 days

Level 6 – Alternative Education Programs

Maximum: Level 7 – Expulsion from School

A required 10-day suspension must be served and a due process hearing held for levels 5-7

References

Druid Hills Academic Honesty Policy. (2019). (online). Available at <https://druidhillsms.dekalb.k12.ga.us/Downloads/Druid%20Hills%20Middle%20School%20Academic%20Honesty%20Policy2.pdf> (Accessed 25 July 2022).

Guide, M. (n.d.). *MLA Citation Guide - andyspinks.com*. (online) <http://andyspinks.com/mla/> (Accessed 25 July 2022).

International Baccalaureate Organization. (2019) Academic Integrity. International Baccalaureate Organization. Pages 3-48. (online). www.ibo.org <https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf>

Kirschenbaum, M. and Kirschenbaum, M. (2019). *MLA Citation Templates: Easy Infographic for Students - EasyBib Blog*. [online] EasyBib Blog. <http://www.easybib.com/guides/mla-citation-templates-infographic/> (Accessed 25 July 2022).

Polk County Schools. Polk County Schools Code of Conduct. (online) www.polkschoolsfl.com [Code Of Conduct | Polk County Public Schools](http://www.polkschoolsfl.com/Code-Of-Conduct) (accessed 25 July 2022).

Edward W. Bok Academy North Academic Honesty Agreement

- Any and all work that I submit to any instructor for consideration and/or assessment will be my own authentic work. This includes prep work assignments, formative assessments, summative assessments, and work to be submitted to Edward W. Bok Academy North, state-wide assessments, and IBMYP assessments or exams.
- I will learn the process for acknowledging someone else's work or ideas and will appropriately acknowledge all uses of someone else's work or ideas.
- I understand that I can ask for help if I am unsure about what constitutes academic honesty in any of my assignments.
- I will submit only work that has been completed with academic honesty.
- I will not allow other students to copy or submit work that I have completed.
- I have read the school's academic honesty policy.

Scholar Name:

Scholar Signature:

Date: _____

Parent/Guardian Acknowledgment

I have read the school's academic honesty policy. I have reviewed it with my child.

Parent/Guardian Name:

Parent/Guardian signature:

Date: _____