

**Purpose**

This purpose of this document is to

- Communicate to stakeholders in our community, school, and International Baccalaureate Diploma Program (IB DP) network, what W.P. Davidson High School (DHS) expects from its students in Academic Honesty/Integrity.
- Identify roles and responsibilities of stakeholders.
- Provide a plan for the ongoing revision of this policy.

**DHS Academic Integrity Policy**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to

- Copying another student's homework;
- Working with others (including family members) on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from a test or quiz;
- Using any other method to get or give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give to others;
- Copying information from a source without proper attribution, including Artificial Intelligence generated material
- Taking papers from other students, publications, or the Internet without giving credit to the source.
- Using an online dictionary, translator, or other unauthorized digital resource for a World Language course

DHS teachers use Turnitin.com, the Online Writing Lab at Purdue University, and other online resources as tools to help students learn appropriate ways to use sources. Furthermore, it is imperative that students acknowledge the contributions of others in the completion of work and do not misrepresent work as their own when it is not. Students should gather information and ideas from various sources and should select what is most relevant and reliable for the completion of projects. Teachers are expected to discuss which sources are most appropriate in their specific courses. When producing reports or essays, students must acknowledge sources that are cited/ referenced. If teachers and students use third-party material as stimuli and/or as part of any of their tasks, this material must be fully referenced. While MLA is required in certain courses, Davidson does not have a school wide policy on citing format.

Acknowledging the contributions of others includes the use of Artificial Intelligence (AI). As per IB's stance on AI, students are informed that if they use the text (or any other product) produced by an AI tool—be that by copying or paraphrasing that text or modifying an image—they must clearly reference the AI tool in the body of their work and add it to the bibliography/works cited. The MLA in-text citation should contain quotation marks, and the citation should also contain the prompt given to the AI tool and the date the AI generated the text (Appendix 6 of IB's Academic integrity policy).

Additionally, Students are required to complete all work for World Language courses without the use of online dictionaries, automatic translators, or other unauthorized digital tools. To ensure an accurate assessment of proficiency, all work must be completed using the student's own language skills and knowledge.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, receiving a failing grade on the assignment, receiving a lower overall grade in the class, and losing membership in or eligibility for campus organizations and/or activities.

In the event of suspected academic misconduct, the following actions will be taken:

- The teacher will meet with the IB Coordinator to review the item in question, including the teacher's specific instructions for the assignment, as well as the teacher's syllabus; all relevant documents and evidence will be reviewed.
- The teacher and the IB Coordinator will meet with the student to review the documents and evidence to determine the extent to which the student has committed academic dishonesty. This initial meeting should be a reflective process; the purpose is to convey a sense of fairness, respect, and responsibility for all parties, and to engage with the student about how and why the student's work is being questioned.
  - The teacher, IB Coordinator, and an administrator will determine if an academic punishment (i.e. no credit for the assignment) is warranted.
- The IB Coordinator will contact the parents to communicate what has transpired, and what, if any, punishment has been issued.
- If the student is referred a second time, the student will receive no credit for the assignment.

### **Roles and Responsibilities**

For this document, we consider stakeholders to be administrators, the IB DP Coordinator, teachers, students, and parents.

Administrators will:

- Know and understand the Academic Integrity Policy.
- Communicate the Academic Integrity Policy to other stakeholders.
- Provide teachers with resources and support for teaching students about academic integrity and monitoring the integrity of student work (e.g., purchase a license for turnitin.com).

IB DP Coordinator will:

- Know and understand the Academic Integrity Policy.
- Communicate the Academic Integrity Policy to other stakeholders.
- Collaborate with IB DP Teachers regarding the instruction of students on academic integrity.
- Collaborate with administrators, IB DP Teachers, students and parents in the event of a violation of our policy.

Teachers will:

- Know and understand the Academic Integrity Policy.
- Communicate the Academic Integrity Policy to students.
- Collaborate with the IB DP Coordinator and other teachers regarding the instruction of students for academic integrity.
- Instruct students on ways to avoid violations of the Academic Integrity Policy, including ethical use of AI, MLA citations, sources, etc.
- Collaborate with administrators, the IB DP Coordinator, students, and parents in the event of a violation of our policy.

Students will:

- Know and understand the Academic Integrity Policy.
- Engage in instruction and activities intended to promote understanding of academic integrity and ways to avoid a violation of the policy.

- Collaborate with administrators, the IB DP Coordinator, IB DP teachers, and parents in the event of a violation of our policy.

Parents will:

- Know and understand the Academic Integrity Policy.
- Encourage and support their students' engagement in instruction and activities intended to promote understanding of academic integrity and ways to avoid a violation of the policy.
- Collaborate with administrators, the IB DP Coordinator, IB DP teachers, and students in the event of a violation of our policy.

### **The Academic Honesty Policy as a Working Document**

The DP Coordinator, as well as the IB faculty and school administrators, will review the academic honesty policy each year to determine if revisions are needed. When they are, the coordinator will form a group of stakeholders to review and revise the policy. We anticipate the policy will need revision every other year.

\*Updated with guidance from City Honors School