Purpose of the Academic Honesty Policy

The academic honesty policy provides a framework for students to understand what constitutes acceptable academic behavior. The expectation is for the students to incorporate honorable behavior into their lives and avoid malpractice beyond their tenure at this institution.

Academic Integrity

Students and staff are expected to exhibit academic integrity of the highest standards. Academic integrity is defined as respect for the ideas and work of others through proper acknowledgement and referencing. No cheating, malpractice, plagiarism, collusion, cheating, fabrication, and duplication of work will be tolerated. The definitions for these terms are found under the definitions section of this document.

Definitions

All of the following definitions apply, in principle, to all cases where a student may have used any kind of artificial intelligence (AI) to facilitate the desired result in an unsupervised, deceitful, and/or non-transparent way.

Malpractice – Behavior that results in, or may result in, a student or group of students gaining unfair advantages in academic work. Malpractice includes but is not limited to plagiarism, collusion, duplication of work, cheating, and falsifying data/work.

Plagiarism – the representation of the ideas or work of another person as one's own. Examples –
- Submitting as one's own work an examination, paper, homework assignment, or other project (laboratory report, artistic work, computer program, etc.) that was created entirely or partially by someone else.
- Failure to use quotation marks to signal that one is using another person's precise words. Even brief phrases must be enclosed in quotation marks and properly cited.
- Failure to identify (cite) the source of quotations and paraphrases. Of course, one must cite the source of quotations; one must also cite the source of ideas and information that are not common knowledge even when paraphrased (presented in one's own words). Sources include unpublished as well as published items—for example, books, articles, material on the internet, television programs, instructors' lectures, and people, including other students, friends, and relatives.

- Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, photograph/image, or mathematical proof) that are derived from the work of others.

Collusion – supporting the malpractice by another student or assisting another student's academic dishonesty.
Examples –
- Writing a paper or other project for another student.
- Allowing another student to copy from one's examination, paper, homework assignment, or other project.
- Assisting another student on a take-home examination, paper, homework assignment, or other project if one knows or suspects such assistance is not authorized by the instructor.
- Sharing information regarding assessment contents and questions with other students.

Cheating – the use or attempted use of unauthorized assistance during an examination, on a writing assignment, homework assignment, or other project. Examples –

- Copying answers from another student's examination, paper, homework assignment, with or without that person's consent.
- Providing work to be copied (collusion).
- Communicating in any way with another student or a third party during an examination without the permission of the instructor.
- Using unauthorized materials or devices (including notes, textbooks, universal translator, cell phone, calculator, or any other electronic device) during an assignment or examination without the permission of the instructor.
- Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor.
- Collaborating with other students or third parties on a take-home examination, paper, homework assignment, lab work or other project without the permission of the

  instructor. Further clarification: In science, the student's internal assessment is a compilation of his/her lab reports. It is considered collusion in IB for students to work together on lab reports other than the Group 4 project.

Fabrication – the creation of false data or citations.
Examples –
- Fabrication of data: Inventing or falsifying the data of a laboratory experiment, field project, CAS activity, or other project.
- Fabrication of a citation: Inventing a phony citation for a research paper or other project.
- Alteration of an assignment: Altering a graded examination, paper, homework assignment, or other project and resubmitting it to the instructor in order to claim an error in grading.

Duplication of work – Using the same work for more than one course without clear permission from the instructor. Students are expected to produce original work for each course of study. Examples –

- Submitting a paper or project in more than one course for a grade
- Submitting a lab report for more than one course without discussing it with both teachers involved.

Roles & Responsibilities in Prevention

Student Responsibilities

- Read and sign the Academic Honesty and Integrity Policy
- Ensure that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged.
- Comply with all internal school deadlines
- Understand the definitions of what is considered academic dishonesty
- Take ownership of learning by asking for clarification of instructions when necessary and seeking help when needed
- Talk to the IB Coordinator or IB Guidance Counselor when feeling overwhelmed to discuss assignments and time management strategies to reduce the stress
- Understand the proper way of citing or acknowledging original authorship of works or ideas (MLA for English, History and Math classes, APA for Experimental Sciences and Psychology)
- Report malpractice and help cultivate a culture of academic honesty at their school
- Understand the consequences of academic dishonesty and malpractice

Parent Responsibilities

- Read and sign the Academic Honesty and Integrity Policy
- Encourage their student to practice academic honesty
- Encourage their student to help cultivate a culture of academic honesty at their school

Teacher Responsibilities

- Begin each semester by reviewing the Academic Honesty and Integrity Policy with each class including the most effective way to report malpractice
- Confirm, to the best of his or her knowledge, that all work accepted or submitted for assessment is the authentic work of each candidate
- Instruct students in the use of Turnitin.com and refer to the originality reports to detect plagiarism
- Understand and implement all school policies
- Demonstrate and model academic honesty in all presentations and projects
- Provide guidance to students on study skills, academic writing, research, and acknowledging sources.

- Purposefully monitor testing environments
- Report and record academic dishonesty on a discipline referral

IB Coordinator/Administration Responsibilities

- Ensure that all students, parents, and teachers understand what constitutes academic honesty by providing verbal instruction, printed instruction, and additional resources when needed
- Ensure that all policies are posted on the Deerfield Beach HS IB website
- Facilitate the Academic Honesty Committee meetings when needed
- Plan and monitor all IB Exam testing sessions
- Maintain an account with a plagiarism detecting service – Turnitin.com
- Provide teachers with materials and training necessary to guide students in maintaining academic honesty
- Maintain parent contact and participate in the investigation of academic dishonesty and malpractice
- Document and report academic dishonesty and malpractice to IBO when necessary

Roles & Responsibilities - Vanguard HS

Consequences

 "The candidates are responsible for ensuring that the final version of any work is authentic. Candidates themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was deliberate or a careless act. The same principle applies to collusion." (Handbook of Procedures for the Diploma Program, IBO, 2013, p. 74)

Levels of Infraction

Level of Infraction	Possible Infraction	Possible Consequences
Level 1 (L1)	• Copying Another Assignment • Sharing an Assignment	1. Zero on the assignment. 2. Parent notification. 3. A record of the incident in student's IB file.
Level 2 (L2)	• A Second Time Offense of a Level 1 Infraction. • Inappropriately sharing any assessment (or part thereof) with another student. • Submitting work that has been developed by another as one's own. • Committing academic malpractice on any assessment. • Using physical or electronic methods of receiving or giving questions or answers on an assessment.	1. Zero on the assignment. 2. Parent notification. 3. Discipline referral to student's administrator (SBBC Student Code of Conduct)
Level 3 (L3)	• A Second Time Offense of a Level 2 Infraction • Stealing, accessing or improperly possessing any examination or other assessments, either	1. Subject to removal from IB program 2. Parent notification 3. Discipline referral to student's administrator (SBBC Student Code of Conduct)

	physically and electronically. • Altering grades on a computer database • Committing academic malpractice on any midterm or final examination. • Committing academic malpractice on any IB assessment. • Impersonating another candidate for any reason.	4. Teachers have the option of rescinding recommendations.

1. IB Coordinator will notify the Academic Honesty Committee and schedule a meeting with the student, parents, teacher, principal, and committee
2. Academic Honesty Committee, along with input from the IB Coordinator and Principal, will discuss and decide whether the student will be removed from the IB Program at Deerfield Beach High School and returned to the appropriate, zoned school.

Policy Distribution & Review

All Deerfield Beach High School IB policies are posted on the Deerfield beach High School website available for download and easy printing format.

All Deerfield Beach IB policies are reviewed annually and are subject to revision.

References and Resources

Handbook of Procedures for the Diploma Program, IBO, 2023.

Port St. Lucie High School, St. Lucie County Public Schools.

Vanguard High School, Marion County Public School.