

Academic Honesty and Honor Code

A component of the Mission Statement for Westlake Academy is to strive to achieve academic excellence and develop life-long learning traits for the success of the students. The **IB Learner Profile** attribute of students being **Principled** requires students to, **“act with integrity and honesty, and with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities.”** As such, an academic honesty and honor code is necessary to support those endeavors.

The guidelines for academic honesty and honor code should be read in conjunction with Westlake Academy Board Policy No. 3.10 ‘Academic Honesty and Honor Code’.

‘Academic honesty in an IB World School is a principle informed by the attributes of the International Baccalaureate (IB) Learner Profile. In teaching, learning, and assessment, academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work.’

MYP: Principles into Practice. Page 38, January 2015

Teachers and students have the responsibility to help ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies and to continue this responsibility as a “life-long learner” in post-secondary education and future career. All members of WA IB community must strive to be principled acting with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere.

What is Academic Dishonesty?

- Engaging in any act of plagiarism by passing off ideas or words of another as one's own, using another's work without quoting sources, committing literary theft, or presenting an idea from an already existing source as new or original;
- Receiving or providing assistance on an assignment in or out of the classroom where collaboration is not explicitly condoned by the teacher. This does not include legitimate collaboration in a group project or assistance provided to help another student understand class material;
- Communicating or attempting to communicate with another student during an examination via verbal, nonverbal, written, or electronic means;
- Disclosing the content of assessment material to another student who is taking or has taken the same course but has not yet taken the assessment in question;
- Possessing or using forbidden materials or aids during an assessment; Stealing, attempted theft, or collusion with any who attempt to steal assessment materials.

How do students learn and act to reflect the ideals of academic honesty?

By engaging in the incremental development of skills that have relevance across the curriculum so students can ‘learn how to learn’. They are foundational for independent and collaborative learning to promote a common language to reflect and clarify the process of learning. These skills are the Approaches to Learning (ATL) that are common in the PYP and MYP. For the DP, the skills are based on Research and Self-management.

ATL categories across the IB Continuum

ATL Skill Categories	What this looks like in a PYP classroom?	What this looks like in a MYP classroom?	What this looks like in a DP classroom?
Communication	<ul style="list-style-type: none"> • Speaking and reflecting about saying no to copying others' work and explaining to others that you are breaking WA's Academic Honesty pledge. 	<ul style="list-style-type: none"> * Communicating how important the ownership of an individual's authentic work is, as confirmed in the WA's Academic Honesty pledge. * Communicating in writing by using one's own words to put over someone else's thoughts and ideas rather than copying verbatim 	<ul style="list-style-type: none"> * Communicating how important the ownership of an individual's authentic work is, as confirmed in the WA's Academic Honesty pledge. * Communicating in writing by using one's own words to put over someone else's thoughts and ideas rather than copying verbatim
Research	<ul style="list-style-type: none"> • When researching from a variety of sources, one is conscious that plagiarism (passing off ideas or words of another as one's own, using another's work without quoting sources, committing literary theft, or presenting an idea from an already existing source as new or original) is unacceptable. 	<ul style="list-style-type: none"> * When researching from a variety of sources, either in print form or digitally, one acknowledges the author of the source by correctly referencing it and avoiding plagiarism. * When summarizing a chapter, student cites the original source used * When researching with peers, one is aware of the being principled in not passing a peer's work off as his/her own (collusion) * Documenting investigations with references and developing an accurate bibliography is acting with academic honesty. * A consistent approach to one style of referencing or in-text citation is used in all assignments. 	<ul style="list-style-type: none"> * When researching, student acknowledges fully and in detail the work, thoughts, or ideas of another person if they are incorporated in work submitted for final assessment including oral presentations. * When summarizing a chapter, student cites the original source used * When researching with peers, one is aware of the being principled in not passing a peer's work off as his/her own (collusion) * Documenting investigations with references and developing an accurate bibliography is acting with academic honesty. * A consistent approach to one style of referencing or in-text citation is used in all assignments.

Self-management	<ul style="list-style-type: none"> • Engaging in personal behavior that avoids placing oneself or others in danger or at risk. • Knowing and applying the Academic Honesty guidelines to manage and select appropriate courses of action or behavior based on fact or opinion. 	<ul style="list-style-type: none"> * When researching one should be aware of keeping a process journal of times when sources have been accessed and thus documented. 	<ul style="list-style-type: none"> * When researching one should be aware of keeping a process journal of times when sources have been accessed and thus documented.
Social	<ul style="list-style-type: none"> • Taking on and completing tasks in an appropriate manner; being willing to assume a share of the responsibility. • Respecting and listening sensitively to others; making decisions based on fairness and equality. • Stating one's opinion without hurting others. 	<ul style="list-style-type: none"> * Taking responsibility for one's own actions when working on collaborative projects by ensuring assignments are completed in a timely manner * Listening actively to other perspectives and ideas. * Practicing independent thinking and refraining from being pressured to accept a viewpoint that is not one's own. 	<ul style="list-style-type: none"> * Taking responsibility for one's own actions when working on collaborative projects by ensuring assignments are completed in a timely manner * Listening actively to other perspectives and ideas. * Practicing independent thinking and refraining from being pressured to accept a viewpoint that is not one's own.
Thinking	<ul style="list-style-type: none"> • Making judgments or decisions about personal responsibility in regards to original ideas, projects, and assignments. • Thinking about two or more different points of view at the same time and understanding those points of view to make choices of what is right and fair. • Thinking independently about how one thinks and how one learns, and taking risks to see that making mistakes is good for life-long learning, rather than making short cuts in the duplication of others' thinking and written work. 	<ul style="list-style-type: none"> * Recognize and evaluate unstated assumptions and data * Explore the ideas from multiple perspectives so generalizations can be tested. * Create original works and ideas from existing ideas. 	<ul style="list-style-type: none"> * Be aware of all the unsolicited information available, scanning it for relevance by considering ideas from multiple perspectives so generalizations can be tested.

Examples of academic misconduct, intellectual property, and authentic authorship

Academic misconduct is behavior that results in, or may result in, the student or any other student gaining an unfair advantage in an assessment.

What does this behavior look like?

- Copying another student's work without explicit acknowledgement
- Allowing another student to copy one's work (collusion)
- Taking unauthorized material into an examination
- Behavior that disrupts an examination or may distract other students
- Communicating with another student during an examination
- Using a translator in a language assessment without being given permission by the teacher

Examples of conventions for citing and acknowledging original authorship

- All sources consulted are acknowledged in one's work using MLA referencing style
- All information used in the body of the text is fully listed in the bibliography
- Quotation marks or indentations are used to show all text that is someone else's exact words
- All sources are cited so readers can find them

Distinction between legitimate collaboration and unacceptable collusion

Legitimate collaboration occurs when two students or more share and use materials to complete a group project and acknowledge in their work who produced what. Moreover, a student acting in the place of a tutor for another, wherein one assists the other to learn the subject material through the use of class assignments, is legitimate collaboration.

Unacceptable collusion occurs when students deliberately copy each other's work without referencing the other's student work; this also includes the lack of will to learn course material and simply use another's work and claiming it as one's own.

Cheating, plagiarism, forgery, and any other forms of academic dishonesty are considered severe discipline infractions and will be subject to the progressive discipline process outlined in the Parent/ Student Handbook.

Honor Code

The honor code that follows has been a collaborative process, drafted and discussed by students across all IB Programmes, subject-based teachers, and the administration. By means of an Honor Code, students practice responsible leadership, accept personal responsibility, develop strong character, and create an atmosphere free from suspicion. At its core, the Honor Code is based on mutual respect and trust, serving as a written model for what is expected from students in terms of behavior, as well as a pledge to live by the school's values. Parents and community members are important partners in promoting academic integrity.

All students will be required to support the traits identified in the IB Learner Profile by committing to the following:

Honor Pledge:

As an IB student, I am responsible to uphold a principled perspective in my personal and academic life.

Consequences Related to Academic Honesty

Students who have chosen not to uphold the Honor Pledge regarding academic honesty will be subject to the Westlake Academy discipline policy and the administrative guidelines (see discipline section of Student-Parent Handbook).

Reference: Academic Honesty in the IB, 2014

STUDENT ACADEMIC HONESTY AND HONOR CODE DECLARATION

By signing this declaration, I am confirming that I understand the meaning of plagiarism and the meaning of collusion.

Plagiarism is the presentation by a student of the assignment, which has in fact, been copied in whole or in part from another student's work, or from another source (published books, articles, websites, etc.) without due acknowledgement in the text.

Collusion is the presentation by a student of an assignment that is claimed to be his or her own work, but is in fact what results in whole or in part of unauthorized collaboration with another person.

I, _____ declare that all work submitted, I did not:

- Cut and paste information from others without appropriate use of quotation marks and direct reference to their work;
- Re-word the ideas of others without proper and clear acknowledgement;
- Write ideas or suggestions that originated from others and claim these as my own;
- Include words from other students' work without permission.

Signed: _____ Date: _____

By virtue of your signature, you make a commitment to upholding the Westlake Academy Honor Code, its guidelines, and if necessary the consequences of breaking this pledge.

What the Declaration of Academic Honesty Means to Me...