



## **Morse Middle School for the Gifted and Talented Academic Honesty Policy**

At **MMSGT**, we promote strong values and ethical behavior, not only because this is in line with the expectations of the IB Middle Years Programme, assuming responsibility for building and maintaining a culture of academic integrity, trustworthiness and behaving in a principled manner extends to the wider school community of students, staff and parents.

We believe it is essential that all teachers, regardless of subject, provide correct and consistent guidance on how to effectively work collaboratively, how to properly cite sources using MLA format, and to support a transparent learning environment so that students complete their tasks with integrity from the start. It is during these years that students' characters are formed, and equipped with the skills to work independently, **MMSGT** students are encouraged to be lifelong learners.

Assignments incorporate critical thinking skills to challenge students to research independently, synthesize their ideas, or work together to create.

Academic honesty in the IB is a principle informed by the attributes of the IB **Learner Profile**. As stated, all members of the 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". MYP students must demonstrate academic honesty and avoid any form of academic misconduct.

**Academic misconduct** is defined as behavior that results in, or may result in, the student or another student gaining an unfair advantage in one or more assessment components

(MYP: From Principles into Practice 95). Malpractice includes plagiarism, collusion and duplication of work (as defined below).

**Intellectual property** refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce (What is intellectual property). Forms of intellectual and creative expression for example, works of literature, art or music must be respected and are normally protected by law.

### **Explanation of Dishonesty**

#### **Plagiarism**

<b>Violation</b>	<b>IB Definition</b>	<b>Example s</b>
Plagiarism	The Representation of ideas or work of other person as the students own	<p>-Presenting as your own (with or without the author's permission) information collected, organized, or written by someone else.</p> <p>-In the arts, Plagiarism can include taking someone's ideas or concepts and portraying them as your own.</p> <p>-Plagiarism can be intentional and unintentional, but both are treated same way.</p> <p><b><u>Some Examples:</u></b></p> <p>-Copying an article from a website and not giving credit but not</p>

		<p>understanding you had to give credit. . it is plagiarism. Always ask your teacher if you should give the original author credit if you are unsure.</p> <p>-Copying and pasting information from a website into your work, and then failing to give the website credit.</p> <p>-Reading an article or a text, taking ideas from it, and then claiming them as your own ideas.</p>
--	--	---

### **To Avoid Plagiarism:**

If you ever use someone else's words or ideas, give them credit. In the same sentence where you copied their ideas or words, you must mention the author or location where you found the information. Using outside sources makes a better argument and gives your work greater credibility.

## **Collusion**

### **Collusion**

Supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another.

-You let another student copy from your homework.

-The teacher gives a lab report to be completed individually and you work with other students but submit the work with only your name on it.

-If the teacher gives work to be completed individually, you should not work with other students or give friends your work. This is known as unacceptable collusion.

-In an exam, test or quiz, you share your answers with other students taking the same exam, test or quiz.

### **To Avoid Collusion:**

Always do your own work. If you are unsure, ask your teacher before you ask a classmate. During an exam or other assessment, avoid talking or looking at classmates. Raise your hand to make a request to the teacher.

## **Duplication**

<b>Violation</b>	<b>IB Definition</b>	<b>Examples</b>
Duplication	The presentation of the same work for different assessment components	-You completed a Design Evaluation in MYP 4 and you copied parts of it to complete your Community project Design related report in MYP

### **To Avoid Duplication:**

Start a new document whenever you start a new assignment, and avoid copying anything from earlier work. Ask your teacher when you are unsure if you can , borrow an idea from a previous piece of work.

## **Cheating**

<b>Violation</b>	<b>IB Definition</b>	<b>Examples</b>
Cheating	Behavior that gives an unfair advantage e.g., saying you have turned in an assignment when you did not, using cheat sheets, electronic devices, fabricating information trying to earn more time or credit on an assignment, project, or exam.	<ul style="list-style-type: none"><li>-Misrepresenting yourself on a summative task such as saying you have turned in an assignment when you did not.</li><li>-Using restricted material during assessment task, such as cheat sheets, or electronic devices.</li><li>-Leaving the room during an assessment task and using restricted materials prior to returning.</li><li>-Fabricating information to try to earn more time or credit on an assignment, project, or exam.</li></ul>

### **To Avoid Cheating:**

Leave all electronic devices in your locker when taking an assessment. Avoid talking to or looking at classmates during an assessment. Be a principled human being and tell the truth.

### **Roles and Responsibilities**

Implementing this academic honesty (integrity) policy is the collaborative work of all the members of the school community, even though each one has a specific role and responsibility.

#### **MYP Coordinator**

- ▶ Create the academic honesty policy, reviewed by teachers, students and parent representatives promoting good practice and fostering a school environment that motivates the school community to act honestly.
- ▶ Promote and encourage teachers to educate students regarding the policy.
- ▶ Enforce the consequences when a student violates the policy.

#### **Teachers**

- ▶ Implement the school's academic honesty policy through relevant ATL skills development in all subject group classes.
- ▶ Be role models in honesty for students.
- ▶ Provide guidance regarding studying, writing an academic document, inquiring and citing sources so that students gain a clear idea of the purpose of correct citation and referencing in a variety of disciplines.
- ▶ Promote a classroom environment that encourages academic honesty and critical thinking.
- ▶ Enforce the consequences when a student violates the policy.



### **Librarian**

- ▶ Support teachers and students in identifying good practice regarding academic honesty.
- ▶ Help students obtain reliable information from various sources.

### **Students**

- ▶ Learn and practice academic honesty as part of their ATL skill development and be aware that the coordinator, librarian and teachers are available to offer their advice and guidance.
- ▶ Support the spirit of the academic honesty both in attitude and action when completing all assignments.
- ▶ Understand that no assignment is excluded from this policy.
- ▶ Receive and sign a student version of this policy to show comprehension and compliance with school's Academic Honesty Policy.

### **Families**

- ▶ Support the ethical values of honesty and integrity.
- ▶ Share school's enforcement of the academic honesty policy, especially with regard to work done outside of school.

### **Consequences of Violation**

Upon each instance of a suspected violation of the Academic Honesty Policy, the following procedure will be followed:

1. The teacher who assigned the work will carry-out an investigation. In the process, the teacher will:
  - ▶ Consult the **MYP** Coordinator to determine a plan.
  - ▶ Consult with the student involved.
  - ▶ Consult with any other individuals who may be involved.
2. If the teacher determines the student is responsible for the misconduct, he/she will file an official incident report. **The form is sent to the MYP Coordinator and Head of School.**
3. To ensure the violation is not repeated, the student will meet with the teacher to learn what steps should be taken in the future to avoid this type of academic misconduct. The teacher should provide a summary of this meeting to the MYP Coordinator who will attach it to the original incident report.

## **Actions:**

### **1st Offence**

In addition to the procedure outlined, the following will take place:

1. The teacher will notify parents of the incident.
2. The student will receive a ZERO for the assignment.
3. The student will redo the assignment receiving a reduced grade **(at least by one band)**

### **2nd Offence**

In addition to the procedure outlined, the following will take place:

1. The MYP Coordinator will notify parents of the incident.
2. The MYP Coordinator will meet with the student and the teacher to discuss the incident.
3. The student will receive a ZERO for the assignment.
4. The student may be excluded from participation in clubs, sports or activities representing the school during the trimester of the infraction.

### **3rd Offence**

In addition to the procedure outlined, the following will take place:

1. A conference including parents, teacher, student, MYP Coordinator will take place to discuss the academic misconduct and how to avoid it in the future.
2. The MYP Coordinator will make a written record which will remain in the student's permanent file for a duration of two years.
3. The student will be ineligible for participation in clubs, sports or school activities for the remainder of the school year.

## **Ensuring Academic Integrity**

Academic honesty is the responsibility of the entire school community, teachers and students, and is developed across the curriculum as part of the school's Approaches to Learning development. ATL skills have relevance across the curriculum and help students "learn how to learn". To support learning and encourage students to complete work with integrity, MMSGT has adopted a number of strategies.

**Legitimate collaboration:** MMSGT describes legitimate collaboration as "any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students".

- ▶ Students will learn and practice academic honesty as part of their ATL skill development across subject groups and Community project.
- ▶ Students will learn how to use MLA (Modern Language Association) Style across all to properly reference sources using this method which includes both in-text citations as well as a works cited page.
- ▶ Whenever we use someone else's ideas or words, it is important we give credit to the source (whether internet, book, etc.) using MLA style.
- ▶ We encourage students to talk with their teachers and the librarian when they do not know when or how to reference a source.
- ▶ Teachers will clearly inform students whether work is to be completed individually or collaboratively in groups (known as legitimate collaboration).
- ▶ Students will use process journals in some MYP subject groups as well as the MYP community project as a tool for promoting academic honesty.

**MYP ATL Core Skills: Vertical  
planning: Category Research**

<b>Cluster</b>	<b>Expectations by Year 1</b>	<b>Expectations by Year 3</b>
<b>Information/Media Literacy</b>	Evaluate and use an appropriate source with guidance.	Develop, evaluate and use an appropriate set of sources with some guidance.
	Use the agreed referencing style with guidance	Use the agreed referencing style with some guidance

MMSGT community must also acknowledge the concepts of intellectual property and authentic authorship. While these concepts may take many forms, we have provided our interpretation of the organization's definitions.

**Intellectual Property** - The rights to intellectual property varies from patents, registered designs, trademarks, moral rights and copyright and are usually protected by law; however, all forms of intellectual and creative expression will be respected at Parkway Middle School. The School District of Osceola County, Florida has policies and filters in place which prevent plagiarism and illegal activity of students and these policies are supported by Parkway Middle School.

**Authentic Authorship** - It is expected that all work will be the student's individual and original ideas with the ideas and work of others fully acknowledged. All assignments and assessments must wholly and authentically use that student's own language, expression and ideas.

All students must understand that any form of plagiarism is not acceptable, whether the act was intentional or not. These values and beliefs are equally applicable to all eight subject areas. It is understood, particularly in the Arts, that there are situations where interpretations of another's work in acceptable;

### An example of Authentic Authorship

Examples of authorship policies include descending order of contribution, placing the person who took the lead in writing the manuscript or doing the research first and the most experienced contributor last, and alphabetical or random order.

### Acknowledging Original Authorship

In order to ensure consistent and reliable conventions for citing resources in all eight subjects throughout the campus, MMSGT has adopted the Modern Language Association (MLA) format. The MLA Handbook for Writers of Research Papers, now in its eighth edition (2016) is available in our Media Center. Online resources are available at [www.mla.org](http://www.mla.org) or <https://owl.english.purdue.edu/owl/section/2/11/>. All teachers and staff members support the use of MLA and will provide necessary instruction to all students in order to make certain the format is being used with fidelity. The librarian provides resources for all teachers and students on issues of plagiarism, copyright and other ethical issues. Parkway's librarian is available for validating sources, locating, evaluating and using information to help students find and use reliable information from a variety of sources. Additionally, all parents are encouraged and expected to support their student and the teachers in order to maintain academic honesty.

Students who have questions regarding whether or not something constitutes plagiarism have a responsibility to consult with the teacher prior to submitting the work/assignment.

### What does acknowledging sources involve?

Sources of information and the ideas of others that you use in your assignments, research and class activities may include books, journal articles, newspaper or magazine articles, company documents and web-sites, government or institutional reports, patents, and personal communication, among others. Information and ideas from these sources are found in a variety of forms, including words, numbers and statistics, diagrams, tables, logos, music, video, plans, computer source code, and so on.

In academic work, we acknowledge sources in written work by referencing the source in two areas: 1. in the body of the text, through in-text Citations, footnotes (placed at the bottom of a page), or endnotes (placed at the end of a chapter or report, but before the reference list); and 2. a reference list placed at the end of an assignment or thesis, but before appendices.

In Morse Middle School, the preferred method is in-text Citations, along with a reference list. Footnotes may be used sparingly for additional information (e.g. statistics or limited side comments), but normally not for referencing the sources of information.

### **Why should you acknowledge sources?**

There are several important reasons for acknowledging the source of your ideas, including:

- to support your argument through referring to 'authorities' or well-respected people or scholarly works; to enable others to consult sources with ease to, for example, get a deeper understanding of the issue you are addressing or to confirm your interpretation;
- to provide evidence of wide reading and research; and
- as an academic courtesy and indication of academic honesty. Failure to appropriately acknowledge sources may constitute plagiarism, which amounts to academic misconduct. It could also put you in breach of copyright law.

To ensure fidelity checks for all students work at Morse Middle School for the Gifted and Talented their assigned work will be check through Google Classroom Originality Reports and will follow in additional training for Teachers and Staff on the Turnitin platform.

Role of Admin in promoting academic honesty:

- Have an established progression of consequences when dishonesty occurs
- Establish a school culture that actively encourages academic honesty
- Academic Honesty Policy to be placed in the Student Handbook with general consequences
- Not to assume that everybody is aware of academic honesty- conduct Teacher and Student Trainings annually.
- Ensuring academic honesty in students' work by purchasing anti-plagiarism software called Turnitin, Toddle program and effective use of Google classroom tool.



## **Student Declaration of Academic Honesty**

### **Morse Middle School for the Gifted and Talented**

MMSGT MYP students are expected to demonstrate high standards of academic integrity and exemplary conduct. Morse Middle Years Program places a strong emphasis on responsible citizenship and ethical behavior. Therefore, the Middle Years Program faculty and staff, as well as the administration of Morse Middle School, expect a commitment from Middle Years Program students to maintain academic honesty and exemplary behavior.

#### **Student Pledge**

- I understand that it is the expectation of the International Baccalaureate Organization and Morse Middle School that all work presented and submitted is my own.
- I will actively participate in collaboration and refrain from the act of collusion.
- I will accurately and appropriately acknowledge any assistance given to me and/or any references used.
- I understand what constitutes as malpractice and will avoid any such acts.
- I know that I must report any acts of malpractice committed by others.
- I realize that I have a responsibility to maintain academic honesty to solidify and authenticate my educational experience and the grades that I earn for my work.
- I commit to allowing myself and my peers to benefit from the international education I am receiving at Morse Middle School.

---

Student Signature

---

ID#

---

Date



Review of the Academic Honesty Policy:

This policy will be reviewed and updated annually by the Morse Middle School for the Gifted and Talented School community.

Written, December 2020 by Morse Middle School Leadership Team.

Reviewed and Updated, June 2021, 2022, 2023, 2024