Academic integrity is a fundamental part of the Lee's Summit R-7 International Baccalaureate Program. "Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work." (IBO, 2019) In addition IB students should always abide by the LSR-7 Academic Code of Ethics in the Student Handbook In particular, candidates must avoid any form of **malpractice**. Candidates are required to act in a responsible and ethical manner throughout their participation in the DP, as determined by the IB at its sole discretion, which includes not engaging in academic misconduct (as defined in article 20), and must be in good standing at the school at the time of the examinations. The LSR-7 IB faculty expects that all IB students possess and demonstrate academic integrity. The purpose of this policy, therefore, is to clearly communicate these specific expectations of students and how the faculty will work with students to ensure they maintain this ideal.

Definition of academic dishonesty (malpractice):

In the IBO publication "The IB defines academic misconduct as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination, paper-based or on-screen." (IBO, 2019) Malpractice includes but is not limited to the following:

- "plagiarism- this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- Collusion- this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another or when a single version of a report is presented by candidate's as their own individual work
- duplicating work to meet the requirements of more than one assessment component
- falsification or inventing fictitious data for an assignment
- taking unauthorized material into an examination room (this poster gives details)
- disruption of an examination by an act of misconduct, such as distracting another candidate or creating a disturbance
- exchanging, supporting, or attempting to support, the passing on of information that is or could be related to the examination
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- impersonating another candidate
- theft of examination papers
- obtaining or seeking to obtain, disclosing, sharing or discussing the content of an examination paper with a person outside the immediate school community either at any time before the start of an examination or within 24 hours after the examination has ended
- use of essay-writing services (ghost-written or purchased essays) offering assistance in writing essays or other assessment materials: (IBO, 2019)
- **Use of translating software.**

Responsibility of staff:

The IB Coordinator shall:
- provide a copy of the IBO's publication "Academic honesty" to all IB staff members and ensure they have read it and understand and comply with it.
- communicate expectations of academic honesty to IB staff and students on a regular basis.

Teachers shall:
- teach students **how to use the words and ideas of others appropriately to support their own oral and written communication**: "A safe and encouraging learning environment in which students can explore ideas and make

visible the development of their own thinking will support academically honest behaviours and help to instill the values and principles that lie behind such behaviours." (Academic Honesty in the Educational Context, p.1, 2014).

- structure assignments and tests so as to **minimize the opportunity for student dishonesty and malpractice**. This includes requiring students to submit work to the plagiarism prevention website Turnitin.com.
- read, understand, and comply with the IBO's "Academic honesty" publication.
- make students aware of **what constitutes academic dishonesty in their respective classes** and **how it undermines the learning process**.
- make students aware of the **consequences** of academic dishonesty.
- be vigilant about preventing and identifying malpractice **at all grade levels and in all subjects**.

Responsibility of students:

Focusing on processes for managing academic integrity incidents, IB students must support their school, programme coordinators and teachers and are expected to:

- have a full understanding of their schools and the IB's policies
- respond to acts of student academic misconduct and report them to their teachers and/or programme coordinators
- respond to acts of school maladministration and report them to their teachers and/or programme coordinators
- complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities
- give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products
- abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites
- abstain from giving undue assistance to peers in the completion of their work
- show a responsible use of the internet and associated social media platforms. (IBO, 10/2019)

Process for investigating alleged malpractice

If a teacher has reason to believe that academic dishonesty has occurred, the following steps will be taken:

- The teacher will report suspected malpractice to the IB Coordinator and the school Administration.
- School policy will be followed when investigating malpractice.
- Consequences for academic dishonesty may range from the student earning a zero on the work involved to immediate dismissal from the IB Program, depending on the severity of the infraction.
- **If a student is allowed to remain in the program following a first incident, a second incident of academic dishonesty, at any time during the student's enrollment in the LSW IB program, of any type, on any assignment, and no matter how minor, will automatically result in the student's dismissal from the IB Program.**

IB Diploma Assessments

In addition to the consequences described above, if the malpractice incident involves any work that is to be submitted for an IB Diploma assessment (including the Extended Essay, internal assessments, Theory of Knowledge essays, and external assessments, including May IB exams), if malpractice is confirmed, the work will not be submitted to IBO which will result in no diploma or certificate being awarded. If malpractice is suspected, but the coordinator is not able to confirm it, the coordinator is required to report the incident to the IBO. The incident will be investigated by a final award committee at the IBO: "The IB will act upon all reports of alleged student academic misconduct and school maladministration, regardless of when they reach the organization during the assessment cycle. Once the report or allegation is received the IB will initiate a thorough, fair and transparent investigation to collect the evidence needed to reach an impartial and proportionate outcome, following long established precedents. IB World Schools, through the head of school or programme coordinator, are expected to fully support the IB in any investigation, both student and staff related." (IBO, 2019)

I have read and fully understand the Lee's Summit R-7 IB Academic Honesty Policy and agree to comply with it.

Student's Name:_____

Student's Signature: _____ Date: _____/_____/_____

Parent's Name:_____

Parent's Signature:_____ Date: _____/_____/_____