

## **Annapolis High and Annapolis Middle School IB MYP Academic Honesty Policy**

As International Baccalaureate World Schools, all Annapolis Middle School and Annapolis High School students are expected to strive to be principled in all aspects of their lives. To be principled, according to the IB Learner Profile, is to “act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.”

Acting with academic integrity and seriousness of purpose is a characteristic of being a principled learner. Learning occurs best in an environment where high ethical standards are integral parts of student and teacher character. Academic integrity is a fundamental value of teaching, learning, and scholarship. It is defined as exhibiting honesty in all academic exercises and assignments. In our IB MYP school communities, all stakeholders—including students, teachers, administrators, and parents—are expected to uphold and support this academic integrity policy.

Students will . . .

- Exercise academic integrity in all aspects of their work.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers when needed.
- Not engage in cheating and lying.
- Not engage in plagiarism which is the representation of the ideas or work of another person as the candidate’s own
- Use sources in the prescribed manner.
- Not engage in collusion which is the supporting of malpractice by another candidate by allowing one’s work to be copied or submitted for another
- Not duplicate work which is the presentation of the same work for different assignments
- Report any violations of the academic integrity policy.
- Students are expected to sign an academic integrity statement on specified tests, papers and reports at the high school level:

“I have neither given nor received unauthorized aid on this work.”

[Student’s signature]

Teachers will . . .

- Develop, model, and sustain ethical practices within the classroom setting.
- Report violations of the academic integrity policy to counselors and administrators.
- Confer with those who violate the academic integrity policy.
- Contact the student’s parent or guardian regarding a violation of the academic integrity policy.

Parents will . . .

- Discuss the academic integrity policy with their child to ensure understanding.
- Encourage their child to maintain high standards with regard to integrity, honesty, and personal responsibility.
- Support faculty and administration in enforcing the academic integrity policy.

Administrators will . . .

- Ensure that the faculty, students, and parents receive the academic integrity policy.
- Help contribute to a school-wide environment that encourages adherence to the academic integrity policy.
- Require teachers to enforce the academic integrity policy.
- Maintain accurate records of academic integrity policy violations.
- Ensure that the academic integrity policy is being applied consistently throughout the school.

Middle and high school students will sign an acknowledgement that they have read the academic integrity policy and county regulations at the start of each year, along with a statement pledging that they have read, understand, and will adhere to this policy. Copies of the signed acknowledgement will be retained at each school's main office.

Violations of the academic integrity policy and county regulations may result in disciplinary action. Consequences for violations may vary according to the severity of the violation and will follow the progressive interventions and discipline as outlined in the Student Code of Conduct.

Teacher: \_\_\_\_\_

**Anne Arundel County Public Schools**

**Academic integrity policy**

The Anne Arundel County Board of Education believes learning occurs best in an environment of academic integrity. Academic integrity is defined as exhibiting honesty in all academic assignments. High ethical standards are integral parts of student and teacher character.

The following actions are examples of prohibited behaviors, which constitute academic dishonesty:

- A. Lending or copying homework that is individually assigned by the teacher.
- B. Committing plagiarism. Plagiarism is defined as deliberately presenting the ideas or works or statements of another as one's own, without acknowledgement of the source. Plagiarism includes downloading, copying, and/or buying work and submitting it as the student's own work.
- C. Discussing test and/or quiz items with other students who have not yet taken the assessment.
- D. Altering grades without teacher permission.

The following actions are examples of prohibited behaviors during a test, which may constitute academic dishonesty:

- A. Talking during the test without permission.
- B. Turning around in seat without permission.
- C. Passing notes during the test.
- D. Using unauthorized information stored in calculators or other electronic devices.
- E. Having information written or stored on the body, clothing or other objects.
- F. Having books, notes and/or notebooks open during a test without permission.
- G. Writing on a test paper after the test is over, or as the papers are being submitted, in violation of the specific directions of the teacher.
- H. Looking at or "viewing" other students' work during the test.
- I. Knowingly giving or receiving answers during the test.

For middle and high school students, violations of academic integrity may result in disciplinary action.

- A. Violations of the Academic integrity policy shall be reported to the office on the Discipline Referral Form.
- B. Consequences for violations may vary according to the severity of the violation as determined by the principal or his/her designee.
- C. Credit may be withheld for an assignment submitted in violation of the Academic integrity policy.
- D. Violating during the final examination may result in failing and/or not receiving credit for the course.

I have read the above information about academic integrity. I understand the importance of maintaining my academic integrity as well as the consequences associated with engaging in academic dishonesty.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_