Rationale

*Lifelong Learners 4:1* Students and teachers comply with IB academic integrity guidelines.

*Culture 3:5* The school monitors and evaluates the impact of the academic integrity policy to ensure that it regularly informs learning and teaching across the curriculum and that the school’s procedures are transparent, fair and consistent.

Honesty and integrity are values which we strive to achieve at Springwoods Village Middle School.

Additionally, the Learner Profile embraces these values through the following attributes: inquirers, principled, communicators, and reflective. Believing that these are necessary for our society, it is imperative that we explicitly outline and teach these in all areas of our campus including learning, assessments and academics. Growing in these areas allows for individuals to respect and celebrate the ideas, creations and works of others.

Campus Responsibilities

*Culture 3:1* The school implements and reviews an academic integrity policy that makes the school’s philosophy clear and is aligned with IB guidelines

*Culture 3:5* The school monitors and evaluates the impact of the academic integrity policy to ensure that it regularly informs learning and teaching across the curriculum and that the school's procedures are transparent, fair and consistent.

- Provide professional development on academic integrity expectations, methods of instruction, and opportunities for practice
- Citation and referencing lessons provided by the Media Specialist
- Ensure consistency across the campus for MLA citation style (see example)
- Fully and fairly investigate any accusations of academic dishonesty
• Promote school community awareness of the Academic Integrity Policy

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### Learning Coach Responsibilities

**Culture 3:3** The school articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals: honesty, trust, fairness, respect and responsibility.

**Culture 3:4** The school ensures that relevant support materials, resources and structures related to the academic integrity policy are implemented.

- Specifically and intentionally teach students to avoid plagiarism by giving credit to others for collaborative work, and giving students opportunities to practice how to properly cite work.
- Review and provide a student academic integrity statement for summative assessments each semester to ensure students are aware of expectations for academic integrity.
- Teach the difference between collusion and collaboration
- Model academic integrity by citing sources during presentations
- Teach students that by putting their name on the assignment indicates it is their original work

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### Student Responsibilities

- Create work that is creatively and intellectually their own indicated by putting their name on the assignment
- Give credit to partners and cite work appropriately when referencing materials that are not theirs
- Sign the academic integrity statement twice a year for summative assessments
- Balance time to avoid unnecessary temptations that would tempt academic dishonesty
- Sign the MYP Projects Academic Integrity Form prior to working on the MYP Community Project

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### Parent Responsibilities

- Foster a work ethic that is creative and authentic
• Provide structured time at home to aid in building time management skills
• Support Springwoods Village Middle School and enforcement of policies

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**Definitions**

• **Academic Honesty** - Recognizing the work of others by giving credit to the owner, exhibiting principled character traits by submitting only your own work and/or including the names of all participants

• **Academic Dishonesty** – Participating in any unfair or dishonest behavior in relation to school work or activities Examples: o Sharing passwords
  o Cheating during a school game or school assignment o Submitting old work for a new assignment o Talking during a test
  o Not participating in group work but getting credit for the outcome

• **Plagiarism** – Using any form of work (music, art, text, ideas, etc…) that is not your own and not giving credit to the rightful author or owner Examples: o Copying information from a website o Tracing someone’s artwork
  o Using work that is not cited appropriately

• **Unacceptable Collusion** – Supporting or working with someone else in a dishonest situation Examples:
  o Allowing someone to copy any of your work
  o Adding your name to a project you did not participate in
  o Giving someone answers to a test
  o Completing someone’s or having someone complete an assignment for you

• **Legitimate Collaboration** –
  o Working with someone or a team to accomplish a goal or create a product
  o Participating in conversations with a group
  o Contributing to the job needed to complete a task
  o A team effort where each member receives recognition for the work

• **Citing / Referencing** – Documenting where the original work came from and who designed it
  o [Campus resources for citation](#)

• **Intellectual Property** - creations of the mind (Example: literary works, inventions, artistic designs), protected by copyrights, trademarks and patents

• **Authentic Authorship** – being the original creator of music, art, design or writing
Procedures & Consequences

Culture 3:2 The school clearly describes in its academic integrity policy the rights and responsibilities of all members of the school community, what constitutes good practice and misconduct, and the actions that are to be taken if there are transgressions.

If a student is believed to have participated in an act considered academically dishonest, the following steps will occur:

- Classroom learning coaches will fully investigate and gather documentation
- Classroom learning coaches will report to campus administrators, IB Programme Coordinator and counselors
- Administration will review the allegations to determine if deeper investigation is necessary
- Administration will notify the student’s parents
- Student consequences will align with the Spring Independent School District Student Code of Conduct

Spring ISD Academic Dishonesty Policy

Spring ISD’s Academic Dishonesty Policy, EIA Local, can be found on the District’s policy online website; [https://pol.tasb.org/Home/Index/598](https://pol.tasb.org/Home/Index/598).

“Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.” (Spring ISD Board Policy, EIA Local)
Springwoods Village Middle School will have an Academic Integrity Committee whose function is:

- Meet yearly to review and update the campus Academic Integrity Policy
- Ensure the policy is in alignment with IB philosophies
- Evaluate implementation of policy expectations

**Springwoods Village Middle School Academic Integrity Policy**

*June, 2019 - draft written by Melissa Lynch, IB Programme Coordinator*
*September, 2019 - Academic Integrity Committee review meeting*
*September, 2020 – Academic Integrity Policy Updated*
*October 18, 2021- Academic Integrity Policy Review & Update*