



# Riverside Secondary School



Mr. T. Omar, B.Sc., B. Ed., Principal  
Ms. K. Rocheleau, B.H.K., B. Ed., Vice-Principal

## **International Baccalaureate Diploma Programme Academic Honesty Policy**

Riverside Secondary School is a Candidate School for the International Baccalaureate Diploma Programme.

This document, including its principles and implementation, is to be used in coordination with the Ontario Ministry of Education document *Growing Success*, and the policies of the International Baccalaureate Organization, Greater Essex County District School Board, and Riverside Secondary School. The Riverside Secondary School International Baccalaureate Diploma Programme Admissions, Language, Inclusion, Academic Honesty and Assessment Policies have been developed to provide clarity to all stakeholders with regard to the implementation and procedures in place within the Riverside Secondary School International Baccalaureate Diploma Programme.

### **Rationale**

The purpose of an academic honesty policy is to create a focus on awareness of forms of plagiarism, healthy decision-making, and ethical academic behavior.

Technology, in its many changing forms, provides many benefits to today's student, but it also creates an environment in which academic dishonesty, both intentional and unintentional, can more frequently occur. Students at Riverside Secondary School will learn to conduct research and integrate others' ideas and academic property with their own ideas, preparing them for increasingly complicated academic work throughout their scholastic careers and beyond.

Riverside Secondary School prepares its students for academic research, use of technology and information, and proper citation. When instances of academic dishonesty occur, devaluing the academic process and undermining the learner's ability to develop their own independent academic thought, the school may impose penalties. Acts of academic dishonesty will be evaluated on a case-by-case basis and penalties imposed will be fair and just and reflect Ontario Ministry of Education (*Growing Success*), Greater Essex County District School Board, Riverside Secondary School, and International Baccalaureate policies.



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## International Baccalaureate Definitions

**Academic Misconduct:** behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of an assessment.

**Plagiarism:** the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgement.

**Collusion:** supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.

**Duplication of Work:** the presentation of the same work for different assessment components and/or diploma requirements.

**Malpractice:** any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (e.g. taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

## Student responsibilities:

It is expected that Riverside Secondary School International Baccalaureate students:

- Understand what constitutes academic misconduct.
- Know how to conduct research.
- Know how to acknowledge sources.
- Know the consequences of being in breach of Riverside Secondary School and/or International Baccalaureate regulations.
- Act in a responsible and ethical manner throughout their participation in the Diploma Programme.

## Teacher responsibilities

It is expected that Riverside Secondary School International Baccalaureate teachers:

- Provide opportunities for students to practice and to learn how to use other people's work in support of their own.
- Teach awareness of misconduct and procedures, including appropriate citation styles and referencing.
- To the best of their knowledge, confirm that student work is authentic and original.
- Inform students as to convention expectations for assignments (MLA, APA, Chicago, etc.).
- Whenever possible, use detection software such as Turnitin.com to verify authenticity of student work.



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## School responsibilities

Riverside Secondary School and the International Baccalaureate Pedagogical Leadership Team will:

- Communicate the academic honesty policy and consequences for misconduct by offering information sessions that reinforce the importance of academic honesty.
- Emphasize that academic honesty is a part of the school culture and climate.
- Remind teachers that a positive message regarding academic honesty is more important than only emphasizing consequences of misconduct.
- Administer appropriate consequences using progressive discipline.
- Ensure that exams and other assessment materials are stored securely.
- Inform students as to all rules regarding examination procedures.
- Report suspected malpractice to the International Baccalaureate Information Desk as per International Baccalaureate policy.
- Inform candidates and parents (if student is not of legal age) if the candidate is under investigation by the IB for potential malpractice.

## Parent responsibilities

It is expected that parents of IB students:

- Understand what constitutes academic misconduct.
- Know the consequences of their son/daughter being in breach of IB regulations.
- Model responsible and ethical behaviour in their support of their son/daughter throughout participation in the Diploma Programme.
- Promote and value learning over grades.

## Investigating Malpractice

Riverside Secondary School proactively supports students' academic development and ethical use of academic property through modeling and instruction. In the event that malpractice is suspected, the teacher, DP coordinator, and principal will respond to the infraction in accordance with the Riverside Secondary School Assessment and Evaluation Guidelines.

If malpractice occurs or is suspected with respect to an International Baccalaureate Diploma Programme assessment after the candidate has signed the cover sheet, the DP coordinator will report the offense to the IB Information Desk for investigation.

### References:

- International Baccalaureate Organization: Diploma Program from principles to practice.* 2009. PDF File.
- International Baccalaureate Organization: Handbook of procedures for the Diploma Programme* 2015. PDF File.
- Academic Honesty in the IB.* Jude Carroll. 2012
- Growing Success: Ontario Ministry of Education.* 2010
- Riverside Secondary School Assessment and Evaluation Guidelines* September 2017
- Turner Fenton IB Academic Honesty Policy*
- Winston Churchill IB Academic Honesty Policy*
- Cameron Heights IB Academic Honesty Policy*

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