

*Updated 8 December 2022*

*The purpose of this policy is to clearly communicate the specific expectations of students and illustrate how the faculty will work with students to ensure they understand the importance of academic honesty and how to act with academic integrity.*

## WSA Background

West Sound Academy's mission is to support students along an engaging educational journey where they can ignite their unique spark and learn to use it to make a positive impact in the world. As an important part of preparing students to make a positive impact in the world, we help students learn to be principled in their academic work which means that they "act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere." (IB Learner Profile)

Having academic integrity and honesty is an essential skill and therefore crucial work for any school. The IB defines academic integrity as "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" (Academic Integrity, 2019).

## What is Academic Misconduct?

"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." (Academic Integrity, 2019)

Forms of academic misconduct include:

- Plagiarism - copying another person's ideas and/or work, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or work as one's own.
- Improper citation - deliberate and/or consistent lack of proper documentation and citation in projects or papers
- Collusion - allowing another student to submit work that he or she did not complete as his or her own
- Duplication - submission of the same work for different assessment requirements without teacher permission
- Unfair advantage - use of unauthorized materials, tools, electronic translators, or collaboration during an assignment or assessment

## Implementation

### School Responsibilities

West Sound Academy will help ensure the importance of academic integrity by

- Providing a safe environment for students to make and learn from their mistakes
- Effectively training teachers to recognize academic misconduct
- Promoting parent awareness of academic integrity

- Providing access and training to tools such as Grammarly and Google Plagiarism Checker and supplemental resources for research methods in our [LibGuides](#) aimed at specific projects and grade levels.
- Handle issues of academic misconduct in a fair and consistent manner

## Teacher Responsibilities

West Sound Academy faculty will help students practice academic integrity by

- Explaining and modeling how to incorporate researched information into projects and papers
- Providing students with clear guidelines about how much help from peers and adults is appropriate on a given assignment
- Explaining and demonstrating correct citation protocols
- Helping students utilize systems such as NoodleTools and Grammarly
- Explaining the difference between collaboration and collusion
- Ensuring that students understand possible consequences

## Student Responsibilities

West Sound Academy students are expected to

- Turn in work that is one's own, with ideas and information from other sources clearly and correctly cited
- Use only the tools and resources permitted for each assignment
- Turn in original work for each assignment unless special arrangements have been made to allow submission of the same work for two different assignments
- Not allow another student to turn in work that they did not complete as their own

## Caregiver Responsibilities

Caregivers should help support their students by

- Understanding the academic integrity expectations of their children.
- Encouraging them to ask for any necessary clarification from their teachers.
- Having their students complete their own work and not providing inappropriate levels of assistance with work.
- Keeping open and honest channels of communication with the school.

## Consequences for Academic Integrity Violations

To maintain objectivity, the investigation of the evidence will be conducted by a different teacher and the IB Coordinator and handled in a discreet and respectful way. Students under investigation will be made aware of available alternatives and possible consequences.

## Rights of Students

Students suspected of academic misconduct have the right to advocate for themselves by presenting a written statement that addresses the suspicion. Students have the right to have caregivers or another teacher of their choice present in any discussions regarding the violation.

## First offense of Academic Misconduct

- The student will have a meeting with the teacher and advisor
- The student will be required to complete an alternative make-up assignment. Once complete, the teacher and administration will determine the score for the assignment.
- A note is made in the behavior record and the parent is notified

## Repeat offenses

- The student will have a meeting with the Head of School, teacher, parents, and advisor
- No credit for the original assignment
- Initiation of Student Success Plan
- In addition to a note in the behavior record, a formal letter detailing the offense will be added to the student's academic file
- In especially serious cases, the administration may take disciplinary action that results in expulsion.

## IBDP Submissions

Academic misconduct on tasks submitted to IB for credit in the Diploma Programme and that the school identifies prior to sending materials will be marked "F" and the diploma will not be awarded. In this case the student is notified in advance. The International Baccalaureate Organization (IBO) has the right to not award the IB Diploma should they determine academic malpractice on any assessment evaluated by IB examiners. (pages 24-25, WSA Parent-Student Handbook 2022-23)

## Policy Revision

This policy was rewritten in December 2022 by the IB Coordinator Assistant and the Head of School. In subsequent years, this policy will be collectively reviewed by all teachers and administrators at the start of school in-service. Necessary adjustments will be made to reflect

## References

- [Academic Integrity, 2019](#)
- [Academic honesty in the IB educational context, 2014](#)
- [WSA Parent-Student Handbook 2022-23](#)
- [WSA Library Guides](#)