**Ortiz Middle School**

**Academic Honesty Policy**

**Background Information/Rationale**

As an IB Candidate school, Ortiz Middle School is committed to academic integrity and honesty in all written, spoken, and digital work. Ortiz students are expected to adhere to high standards of academic integrity, as aligned with the IB Learner Profile focus on striving to be principled.

“IB Learners strive 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**.¨

(IB Learner Profile, 2014)

in·teg·ri·ty

*noun*

1. the quality of being honest and having strong moral principles; moral uprightness

hon·esty

*noun*

1. Demonstrating qualities free of deceit and untruthfulness; sincere.

Aligning with these principles, students are expected to adhere to the Academic Honesty policy as outlined below. This policy provides definitions of forms of academic dishonesty, the expectations of students and school staff regarding academic honesty, and the consequences that may result for instances of misconduct. The academic honesty policy can also be found inside the Ortiz Student Handbook, signed by parents and students at the beginning of the year. This policy is also reviewed in all classes for each grade level at the start of each school year.

**Academic Honesty**

Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.

(Academic Honesty, 2014).

Acting with integrity in academic honesty means:

* Using **authentic authorship**, or using your own language and words when writing
* only taking credit for your own **intellectual property** and giving credit when it belongs to someone else
* being honest about whether you created something or if someone else created it
* doing your own work instead of having someone else do it for you
* acknowledging the importance of your effort and work and not allowing other people to take credit for your work
* only using resources allowed when taking a test or quiz in class

**Academic Dishonesty**

Students should be aware of the following forms of academic dishonesty that are unethical, which include cheating, collusion, and plagiarism.

**Cheating** is when unfair or dishonest methods are used to gain an advantage, such as on a test or homework assignment. **Collusion** is working secretly or in cooperation with someone, or with the use of an electronic device, for a dishonest purpose. **Plagiarism** is taking the ideas or words of another and passing them off as one’s own.

**Authentic Authorship**

An authentic piece of work is one that is based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged.

(Academic Honesty, 2014)

Authentic authorship means students use their own words and ideas to express themselves. When words or ideas are borrowed from somewhere else, like the internet or a book, students must include the information about where they found those words or ideas.

**Intellectual Property**

Intellectual property can include such things as artwork, music, lyrics, or a poem. When someone else makes a song, piece of art, writes a poem or a book or even takes a photograph, it becomes THEIR intellectual property, and one cannot borrow it without making sure one has permission and cites sources. To cite sources, Ortiz requires use of the MLA format. For more information on MLA citations and how to give someone credit for their work and words, visit www.bibme.org/mla.

**Consequences for Academic Dishonesty**

Acts of misconduct such as cheating, collusion, and plagiarism that violate the Academic Honesty policy include, but are not limited to:

* Copying (& pasting) someone else’s work with or without their permission
* Stealing someone else’s work and passing it off as one’s own
* Having someone else complete school work
* Knowingly assisting someone in cheating
* Discussing test or quiz questions with students who have not yet taken it.
* Taking credit for someone else’s intellectual property
* Not giving someone credit for their words, ideas, art or products.

All allegations of academic dishonesty will be investigated by school administration. Based on findings, consequences will be administered and can include one or more of the following:

* Failing grade on assigned test, homework assignment, project
* Parent/Teacher/Administrator Conference
* Restrictions participating in after school and extracurricular activities
* After School Detention
* In-School Suspension
* Discipline Record will be in included in students permanent record
* Course level change
* Probation magnet status and removal of magnet enrollment

**Teacher Responsibilities**

Teachers will work with students to better understand academic honesty throughout their academic career at Ortiz. Specifically, teachers can help students adhere to the academic honesty policy by minimizing temptation to act dishonestly by:

* Maintaining adequate security precautions in the preparation and handling of tests so that students do not have access to view the test before test administration.
* Following Assessment Protocol Checklist
* Providing ample room for proper spacing of students during examinations and providing privacy folders to all students.
* Monitoring examinations by walking around during test administration, not allowing students to talk or leave their seat without permission.
* Following procedures in reporting acts of misconduct so that students are held accountable for their actions.

**School Administration Responsibilities**

School administrators will reinforce this policy by supporting teachers in their efforts to promote academic integrity by appropriately applying the consequences for misconduct. School administration will address teacher misconduct through memo and Teacher Appraisal System. Serious irregularities may impact teacher licensure.

**Policy Implementation**

The Ortiz Middle School Academic Honesty Policy, examples of academic misconduct, and the consequences for these will be reviewed with students in all classes for each grade level at the start of each school year. The policy will also be published in the Ortiz Student Handbook. Teachers will review the Academic Honesty Policy, instruct students on how to cite sources using MLA format and encourage students to use authentic authorship so that any work created uses the student’s own words and ideas.

This policy will be reviewed each year and revised as needed.

Revised May 12, 2020