UNIVERSITY SCHOOL ACADEMIC INTEGRITY POLICY

Our Mission Statement:
We at University Elementary School work together to encourage our students to become inquiring, reflective learners who value others in an inclusive community and around the world.
Our Vision: Preparing students for action in a global community.

Academic Integrity Philosophy / Purpose:
University School strives to create and maintain a culture in which integrity is central. By promoting an understanding and establishing a practice of academic integrity, we can encourage our students to lead principled lives. The purpose of this document is to outline beliefs, practices, and procedures relating to academic integrity at our school in order to encourage principled behaviors and to provide equitable outcomes for our students.

What We Understand About Academic Integrity:
The PYP learner profile provides the foundation of our policy. As learners with integrity we strive to be:
- Inquirers: We develop skills that help us to research for answers to our questions.
- Knowledgeable: We gain an understanding of the elements of academic integrity through our K-6 digital citizenship curriculum.
- Thinkers: We consider the source of our information, and consider options to make ethical decisions.
- Communicators: We express our own ideas, and give credit to others for their ideas.
- Principled: We act with honesty and fairness, and take responsibility for our actions.
- Open-minded: We appreciate ideas and understandings from diverse sources, and acknowledge others' contributions to our knowledge.
- Caring: We understand that honesty and trust are necessary in forming caring relationships.
- Risk-takers: We take initiative to independently pursue new knowledge with forethought of consequences.
- Balanced: We understand that fairness is achieved through balance; that we depend on others and they depend on us to act with integrity.
- Reflective: We give thoughtful consideration to our ideas and actions.

Definitions and Examples
- Plagiarism includes copying the work of another person (classmate, author, website) without giving credit.
- Collusion in this context means helping someone to dishonestly represent their work, by letting them copy work or by doing work for them. This is in contrast to collaboration, in which students work together on a project as part of a given assignment.
- Cheating is making the choice to gain an unfair advantage by copying work, communicating with others during a test or assignment, or having access to answers.
- Other types of academic dishonesty include falsifying data or records, using another student's user name or password, or making up material, data, or citations submitted for assignments.

Responsibilities
Teachers encourage academic integrity by:
- Teaching academic honesty, including cheating, respecting other authors' and students' work, plagiarism, paraphrasing, citing sources, and intellectual property
- Teaching and leading classroom inquiry/discussions on the topic of how to be an ethical citizen in the digital world (Digital Citizenship curriculum)
- Teaching and encouraging reflection on the learning process leading to personal growth beyond factual recall
- Designing assessments that use factual information as a component of creative thought rather than as only a result of recall
- Modelling best practice by attributing information to the proper sources during lessons and presentations
- Communicating academic integrity responsibilities and consequences to students and parents/guardians
- Directing students to appropriate actions if they witness academic dishonesty
- Working with the school principal to ensure fairness in holding all stakeholders accountable in academic integrity incidents

Students show academic integrity by:
- Applying their knowledge of what it means to be principled in our school setting
- Making appropriate choices on their own and with others, participating responsibly by stating their own opinions and ideas and giving credit to others
- Reporting misconduct to a trusted adult
- Accepting the consequences of choices

School administration supports academic integrity by:
- Creating and encouraging a principled culture through training and communication
- Promoting staff knowledge of academic integrity issues
- Investigating potential misconduct
- Applying existing policy fairly and consistently to all students to eliminate bias

Parents/guardians encourage academic integrity by:
- Reading the Academic Integrity Policy, available on the school website
- Cultivating a culture of integrity at home
- Addressing concerns appropriately

District policies
Our student handbook extensively outlines student rights and responsibilities, behavior standards, and district expectations and consequences regarding academic honesty issues including plagiarism, cheating, proper use of learning devices. The handbook is available on our school website.

Digital Citizenship
MCCSC is a Common Sense Certified District. The Common Sense curriculum, created in collaboration with Dr. Howard Gardner of the GoodPlay Project at Harvard Graduate School of Education, teaches tangible skills related to choices in internet safety, personal privacy, online relationships, and respecting copyright. Our district understands digital media's power to inquiry, creativity, collaboration, and learning.

Online Learning
Our school may incorporate a contingency plan which provides or requires learning from home. Academic integrity in an online setting requires a trust relationship between teachers, students, and parents or caregivers. Every effort should be made to allow students to complete their own work while working online. Teachers and administration will encourage, enforce, and manage academic integrity for online students.

PYP Planners
Our staff has worked collaboratively to explicitly identify opportunities for technology integration, digital citizenship, and academic integrity on each planner in which these topics are authentically appropriate.

Notes and sources
This document is guided by key ideas from the *Academic Integrity* document produced by the IB in 2019 as well as the previous document, *Academic Honesty in the IB Educational Context*.
Academic integrity is 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 behavior in the production of authentic and honest scholarly work.
Expectations should be clearly communicated and modelled at an age appropriate level so that all IB students understand:
- their responsibility for producing authentic and genuine individual and group work
- how to correctly attribute sources, acknowledging the work and ideas of others
- the responsible use of information technology and social media
- how to observe and adhere to ethical and honest practice during examinations.

Educators supporting IB students in their learning should understand their own central role in developing the approaches to learning and reinforce the principle of academic integrity through all teaching, learning and assessment practices.

IB Programme Standards and Practices Related to Assessment:
- Culture 3: The school implements, communicates and regularly reviews an academic integrity policy that creates cultures of ethical academic practice. (0301-03)
- 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. (0301-03-0100)
- 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. (0301-03-0200)
- 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. (0301-03-0300
- Culture 3.4: The school ensures that relevant support materials, resources and structures related to the academic integrity policy are implemented. (0301-03-0400)
- 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 school's procedures are transparent, fair and consistent. (0301-03-0500)

Lifelong learners 4: Students grow in their ability to make informed, reasoned, ethical judgments. (0402-04)
- Lifelong learners 4.1: Students and teachers comply with IB academic integrity guidelines. (0402-04-0100)

IB works consulted:
PYP: From Principles to Practice. The Learning Community: Technology in the PYP. 2018.
Academic Integrity. 2019.
Programme Development Support. Example: Academic Integrity. 2020.
Learning, Teaching, and Leading with Technologies. 2021.
Academic Honesty in the IB Educational Context. 2014.

Academic Integrity Policy Access and Review
University School's assessment policy is available to all staff and parents via electronic format. All staff are knowledgeable about the policy and can communicate this to parents.
The policy document will be reviewed biennially and as the school community's perspective regarding assessment evolves.

Written 2020, revised fall 2021