

Hutchinson Middle School

Academic Honesty Policy

The administration, faculty, staff and parents of Hutchinson Middle School work collaboratively to support student learning through integrated units of study, and inquiry based problem solving. Hutchinson celebrates a diverse student population, representing 28 world languages. Ethnic and cultural differences are shared and *appreciated*. Students learn the importance of contributing to the global community through participation in service-oriented activities with a focus on international mindedness.

Purpose of the Policy

Academic honesty is a set of values that arise from respect for others and the desire to be principled towards intellectual property. The learner profile shapes the policy, as students and teachers become principled inquirers and thinkers. They recognize that honesty is often influenced by peer pressure, time constraints, role modeling, accepted taught skills, and other societal influences as well as the ease at which the Internet allows one to obtain information without recognizing the creative entity. To maintain academic honesty, both teachers and students create authentic materials for teaching, learning, and assessment.

An authentic piece of work promotes creativity, showing one's individual and original ideas and acknowledges any and all creations by others. All assignments, written and oral, are products of the students' and teachers' own language and expression. All sources are properly cited whether paraphrased, quoted, or summarized.

It is the policy of Hutchinson Middle School to establish a culture of academic honesty, respecting intellectual property. Students must be responsible risk-takers and knowledgeable about the skills needed for academic honesty. They must communicate with their own voices and reflect on the value of respect. Forms of malpractice will be explained and taught in order to be aware of what constitutes *dishonesty*, allowing students to be full owners of their creations.

Academic Malpractice (dishonesty) definitions are as follows:

plagiarism/copying: the representation of the ideas or works of another person as the students' own without properly citing the original source using standard citation, such as MLA or APA

paraphrasing: writing someone else's ideas, presenting them as your own, without properly citing the original source using standard citation, such as MLA or APA

collusion: allowing someone to copy or cheat off of your work or passing along information about a test

duplication of work: copying someone's work either paper or electronic in part or in whole

cheating: copying another's work either paper or electronic, such as homework, class work, or answers to a test without the knowledge of the person from whom you copied

Examples of Malpractice:

Plagiarism: A student works on an assigned project, maybe a report on a country, and copies & pastes information from the Internet onto a document and then copies and pastes a picture without citing the sites using MLA or APA.

Plagiarism: A teacher researches a topic for class and copies/pastes information from a website/database and may even obtain pictures as support without acknowledging the original source by citing the materials using MLA or APA.

Paraphrasing: A student reads materials from the Internet for his assignment, perhaps on a famous scientist. He then writes the information in his own words, making it much shorter and precise but fails to document the original source using MLA or APA.

Collusion: A student hasn't finished his math homework and borrows his friends to finish. He copies the last few problems and turns his assignment in.

Collusion: A student takes a test first period and tells his friends during lunch what was on the test.

Collusion: Students have different teachers but have the same assignment. The students do the assignment together and each turn in the exact same assignment to their different teachers.

Duplication of work: A student finishes his math assignment and allows another student to copy it and turn it in.

Cheating: A student sees another person's work and copies it. Perhaps during a test, a student can see the answers to his neighbor's test. He chooses to copy these answers without the knowledge of the other student.

Cheating: A person "finds" a lab notebook in science and copies the answers to the questions before quietly returning the notebook.

Consequences of Academic Dishonesty and Malpractice:

Students will have a reflective conversation with the teacher and then be referred to the principal (LDT). The parent will be contacted by the teacher.

The students will redo the assignment within an appropriate time period to be regraded.

The grade will be determined by the quality of the product(s).

Students will receive a zero if they purposefully and willfully engage in academic dishonesty.

Teacher Roles and Responsibilities:

Teachers will read and sign the Academic Honesty Policy.

Teachers will teach and explain the Academic Policy at the beginning of the year and reference back to it as appropriate throughout the year.

Teachers demonstrate academic honesty by acknowledging resources used, including print and electronic. They bring attention to these to model for students where and how to cite.

Teachers create inquiry based lessons that lead the student to interpret research so that copying and pasting cannot complete the assignment.

Teachers require authentic work and appropriate citations for all work gathered from resources beyond students' own knowledge.

Teachers approach academic honesty in a positive manner, seeking to teach and prevent plagiarism and not to catch students in order to inflict penalties.

Teachers help students guard against "academic negligence" by reminding students that carelessness when researching is not allowed.

Teachers will follow the consequences of academic dishonesty and malpractice as detailed in this document.

teacher printed name

date

teacher signature

Student Roles and Responsibilities:

Students will read and sign the Academic Honesty Policy.

Students will create authentic work that reflects their own thoughts and reflections. Any resources used to form these ideas will be cited.

Students will be principled and use integrity and honesty by citing all sources for assignments.

Students will use bibliographies, quotation marks, and citations correctly according to MLA or APA standards, as determined by the teacher.

Students will seek guidance from the teacher or librarian when confused instead of being academically lazy or negligent.

Students will respond with thought and reflection and not with verbatim copy and paste responses.

Students will report malpractice to a teacher, librarian, or administrator.

Students will understand the consequences of academic dishonesty and malpractice.

student printed name

date

student signature

Parent Roles and Responsibilities:

Parents will read and sign the Academic Honesty Policy.

Parents will encourage their students to practice honesty and integrity and will encourage their student to seek help when confused or overwhelmed.

guardian printed name

date

guardian signature

guardian printed name

date

guardian signature

Acknowledging Original Sources

Hutchinson Middle School supports using MLA or APA as the standard for acknowledging intellectual property. Noodle Tools is one subscription that is available for student/teacher use for long-term projects. Easy Bib is a free Internet resource for quick citation of materials. There are other appropriate free Internet resources as well, based on teacher preference.

The most general citations are as follows:

Book:

Author's name. *Title of book*. City: Publisher, date.

Fukuyama, Francis. *Our Posthuman Future: Consequences of the Biotechnology Revolution*. New York: Farrar, 2002.

A Work in an Anthology:

Author's name. "Section of book being cited." *Name of Anthology*. Editor. City: Publisher, Date. pages.

More, Hannah. "The Black Slave Trade: A Poem." *British Women Poets of the Romantic Era*. Ed. Paula R. Feldman. Baltimore: Johns Hopkins UP, 1997. 472-82.

Article in a Reference Book:

"Article." *Title of Reference Book*. edition. date.

"Noon." *The Oxford English Dictionary*. 2nd ed. 1989.

Entire Website:

Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008.

(note: the editor, author, compiler was not known in this example)

Webpage:

For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is given.

Author. "Title of webpage." *Website*. Publisher of website, Date.

"How to Make Vegetarian Chili." *eHow*. Demand Media, n.d. Web. 24 Feb. 2009

Image/Art:

Artist's name. *Work of Art*. Date of creation. Institute and city where the work is housed. *Name of Website*. Medium of publication. Date of access.

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. *Museo National del Prado*. Web. 22 May 2006.

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*. Web. 22 May 2006.

Photo/Image (born digital) - from website

Contributor(s). "Title of Photo/Image." *Name of Web Site*. Site Publisher/Sponsor, Date of E-Publication. Web. Date of Access. <Optional URL>.

"Welsh Springer Spaniel." *American Kennel Club*. American Kennel Club, 2014. Web. 17 December 2014. <http://www.akc.org/breeds/welsh_springer_spaniel/index.cfm>.

YouTube Video:

Author's Name or Poster's Username. "Title of Image or Video." Media Type Text. *Name of Website*. Name of Website's Publisher, date of posting. Medium. date retrieved.

Shimabukuro, Jake. "Ukulele Weeps by Jake Shimabukuro." Online video clip. *YouTube*. YouTube, 22 Apr. 2006. Web. 9 Sept. 2010.

Communication and Review of the Academic Honesty Policy

All policies in relation to the implementation of the IB program are available on the school's website. Review and revisions of the Academic Honesty policy will take place annually with the Librarian, lead teachers, the administrative team, and the MYP IB Coordinator each spring. This policy is a living document that may be updated due to changes in policies or procedures.

Works Referenced

Academic Honesty. Diploma Programme. Geneva: International Baccalaureate, 2014. Print.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: The Modern Language Association of America, 2003.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 17 December 2014.