



IB ACADEMIC INTEGRITY POLICY AT OCONOMOWOC HIGH SCHOOL

Oconomowoc Area School District

MISSION: Empowering a community of learners and leaders.

VISION: To be an unrivaled learning community, seeking wisdom, honoring the past, and shaping the future.

Non-Negotiable Core Values

- ***All learners will be held to high expectations.***
 - ***All learners will succeed.***
- ***All teachers will collaborate to strengthen each other's effectiveness.***
 - ***All teachers teach all learners.***
- ***All individual learners' needs will be met in the general education environments through flexible learning experiences.***
 - ***All learners will engage in a relevant curriculum that is diverse.***
 - ***All teachers will design instruction by knowing each individual.***

As part of the IB's educational goal to award reliable, fair, and recognized outcomes to our students through valid assessments, this policy has been created to ensure a common understanding of the IB's academic integrity principle. Results cannot be fair if some students have had an unreasonable advantage over others.

Academic integrity is a responsibility of the whole IB community. By making the IB's commitment to academic integrity transparent, this document outlines the responsibilities and expectations of different stakeholders across the IB community. This policy also documents how the IB manages incidents of student academic misconduct and school maladministration cases, ensuring confidence is maintained among students, parents, schools and other stakeholders in the value and credibility of IB grades.

The Administration and Staff of Oconomowoc High School believe in upholding academic honesty and integrity in a manner that supports learning and ultimately academic excellence. It is the responsibility of each student, staff member, and parent to promote an academic culture that respects and fosters individual achievement and that is grounded upon the virtues of honesty and integrity.

Academic honesty serves to promote personal integrity, engender respect for the integrity of others and their work, and ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies. It is expected that a student's own integrity and learning requires that he/she represents the efforts of himself/herself. All coursework—including work submitted for assessment—is to be authentic, based on the student's individual and original ideas with the ideas and work of others fully acknowledged. Assessment tasks that require teachers to provide guidance to students or that require students to work collaboratively must be completed in full compliance with the detailed guidelines provided by the teacher for the relevant subjects.

A variety of methods and assistance are available to support a student in his/her learning, such as Pride Period, peer tutoring, and more. Students should seek the help of their teacher if they are struggling with coursework.

It is expected that if a student has questions about academic honesty expectations, they will seek clarification from the teacher before the assignment is submitted.

The Academically Honest Student:

DOES

- Document source material in a formal and appropriate manner
- Use direct quotations appropriately
- Understand the concept of plagiarism
- Understand the consequences of cheating regarding both school-based work and external examinations and assessments
- Acknowledge explicitly and appropriately help provided by another person
- Follow all exam rules
- Only use sources specifically allowed for school assignment, project, quiz, test, examination, etc.
- Submit only your own work and ideas
- Have someone look over your work for grammatical or mathematical errors
- Have someone suggest improvements without composing the improvements himself/herself
- Ask a teacher or a staff member for help
- Form study groups to prepare for a test or to discuss an assignment
- Use images that are not copyrighted
- Prepare sufficiently for assessments

DOES NOT

- Copy the work of other students
- Give another student their work to copy
- Access old copies of examinations unless the teacher gives these to students
- Access records, files, or systems maintained by faculty and staff or of other students without permission of the teacher
- Use notes during a test unless allowed by the teacher or permitted by the examination rules
- Turn in work from another class for assessment again in a different class
- Do all or part of the work for another student
- Present material created by another person as their own, in full or in part
- Send images, videos, or copies of any form of all or part of assessments except in the manner allowed by the teacher
- Pay someone to do part or all of your work
- Send images, videos, or copies of any form of all or part of assessments except in the manner allowed by a teacher
- Present work in any medium that has literally been reproduced except in a manner allowed by the teacher or permitted by the examination rules

Plagiarism is recognized worldwide as a serious academic offense. Ignorance of the working definition of plagiarism is not a valid excuse for lapses and does not prevent a penalty from being applied to work submitted as original. In order to prevent any misunderstandings about what constitutes plagiarism, information is being provided to you that not only defines plagiarism but also outlines strategies to prevent it.

Teachers will implement the following strategies to help students understand and comply with these guidelines whenever possible:

- Include these expectations in their class syllabus
- Use Turnitin.com whenever possible to check for plagiarism

- Provide examples of assessments/student work with proper citations
- Offer time and/or stress management techniques to deter students from copying to save time
- Teach/review proper citation methods
- Provide clear instructions about the use of internet translation sites (world languages)
- Review this policy in class and discuss potential subject-specific implications
- Clearly address the manner and degree to which students may collaborate on the completion of assignments

Academic dishonesty is a breach of these regulations and includes, but is not restricted to:

- Plagiarism—this is defined as the representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment. Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own. Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgment because of inadequate practices or lack of preparation. Plagiarism includes an exact copying of another's work, or a rewording, paraphrasing, partial quotation, or summarization of another's work without properly giving credit to the creator of the original work.
- Collusion—this is defined as supporting academic misconduct by another candidate, for example:
 - Allowing one's work to be copied or submitted for assessment by another
 - Duplication of work—this is defined as the presentation of the same work for different assessment components
- Doing part or all of someone's work for them
- Cheating - copying another's work, allowing someone else to copy your work, using unauthorized materials or technology during an assessment, giving or receiving assessment information
- Unethical behavior such as the breach of ethical guidelines when conducting research
- Accessing another's work for the purpose of using it as one's own
- Any other behavior that gains an unfair advantage for a student or that affects the assessment results of another student (for example, disclosure of information to and receipt of information from students about the content of an examination via any form of communication/media)

Consequences Communication of this policy through this handbook is considered a warning. Students found to have participated in academic dishonesty will receive disciplinary consequences. Teacher discretion will be used to determine the level of the offense. Progressive consequences for instances of academic dishonesty apply to both formative and summative work.

Process for Determining Level of Offense (Incidental/Accidental vs. Academic Dishonesty) and Determining Potential Consequences for Academic Dishonesty

1. An incident occurs
2. If the teacher suspects academic dishonesty may have occurred, then:
3. The teacher brings the issue to their Department Chair and presents evidence of suspected academic dishonesty to ensure consistency. If the department chair is presenting the incident, they have to consult with at least one other member of their department.
4. If the teacher considers this an incidental/accidental offense, the teacher follows procedures as outlined in the incidental/accidental offense paragraph below.
5. If the teacher and Department Chair agree that this case likely constitutes academic dishonesty, the teacher then discusses reasons for suspecting academic dishonesty with the student. The student has a chance to respond to their teacher. If the teacher still

suspects that academic dishonesty occurred, the teacher will notify the student that the teacher will now need to consult with an administrator for next steps.

6. The teacher presents evidence of suspected academic dishonesty to the administration for clarification of policy and next steps with the advice of the administrator.

7. If the teacher and administrator still believe that academic dishonesty occurred, the teacher writes a disciplinary referral documenting the reasons for suspecting academic dishonesty, submits available evidence to the administrator, and calls home to notify the student's family that a disciplinary referral has been written. The teacher explains to the family why they determined that the student's actions were likely considered academic dishonesty.

8. The administrator sets up a meeting with the student and teacher to review evidence of academic dishonesty together. The student has a chance to respond to the disciplinary referral to their administrator.

9. The administrator investigates the academic honesty claim and makes a determination (incidental/accidental academic dishonesty vs. academic dishonesty vs. not academic dishonesty).

10. The administrator contacts the family with a decision of whether the incident was considered academic dishonesty, incidental/academic dishonesty, or not academic dishonesty and communicates the consequences to family, student, teacher, and school counselor.

Incidental/Accidental Offense

This incident occurs due to ignorance or inexperience on the part of the student. In this case, the student will rewrite or re-submit the assignment or a comparable assignment and submit it to their teacher per a deadline established by the teacher. A teacher may deduct from a student's grade for these types of errors based on the assignment's requirements.

- An office disciplinary referral will be recorded for documentation and warning purposes to identify patterns of behavior and to inform students of potential future consequences.
- Multiple violations at this level may be referred to as an academic dishonesty offense.
- The teacher will call the family to notify them of any incidental/accidental offenses, to explain why this was considered an incidental/accidental offense, and to clarify expected behaviors moving forward.
- The student will meet with their teacher to clarify expected behaviors.

Academic Dishonesty Offense

This incident is determined to be an intentional and purposeful incidence of academic dishonesty, in whole or in part.

First Academic Dishonesty Per Class

- If the academic dishonesty occurred during a Final Exam, then the grade on the exam is recorded as a zero in the gradebook without the opportunity to redo it.
- If the academic dishonesty occurred on work other than the Final Exam, then a restorative justice assignment will be chosen from a menu by the teacher in collaboration with an administrator. This requirement is meant to serve as a learning experience for the student and to prevent further violations from occurring.
- In order to be eligible for one chance to redo the assignment to earn up to 50%, the student must complete and submit the requirements for the restorative justice assignment within 1 school day after meeting with their administrator.

- Failure to complete the requirements for the restorative justice assignment will result in a zero being entered in the grade book for that assignment without the opportunity to earn points back.
- Student must complete reassessment within the deadline determined by the teacher; the grade on the assignment will be a zero if this reassessment is not completed by the deadline determined by the teacher.

Second Offense in the Same Class:

- Student fails the term of the course when the instance of academic dishonesty occurred.
- The failed class may be dropped with an F for a study hall the day following the meeting with the administrator depending on the recommendation of the teacher.
- Student requests a meeting with their school counselor to determine if and how to make up credits.

Second+ Offenses Cumulative Across Classes and Across Years in High School:

- The student earns a zero for the assignment where the academic dishonesty occurred, whether it is formative or summative.
- The student does not have an opportunity to redo the assignment for any points or to make up the points. They are, however, encouraged to redo the assignment to benefit from feedback from their teacher and to advance in their overall learning.

Implications for IB Coursework and Examinations

Use of Artificial Intelligence (AI) software, such as ChatGPT

The IB believes that artificial intelligence (AI) technology will become part of our everyday lives—like spell checkers, translation software, and calculators. We, therefore, need to adapt and transform our educational programs and assessment practices so that students can use these new AI tools ethically and effectively. The IB is not going to ban the use of such software but will work with schools to help them support their students on how to use these tools ethically in line with our principles of academic integrity.

Students should be aware that the IB does not regard any work produced—even only in part—by such tools, to be their own. Therefore, as with any quote or material from another source, it must be clear that AI-generated text, image, or graph included in a piece of work, has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography. As with current practice, an essay that is predominantly quotes will not get many, if any, marks with an IB mark scheme.

Cases identified by the school

Incidents related to coursework

When a school identifies issues with a final piece of work before submission or upload to the IB and before the IB submission deadline, the situation must be resolved as per the school's academic integrity policy, provided it specifies if resubmissions are permitted. However, the school should not submit to the IB a piece of work that does not meet the expectations in regard to academic integrity or award a mark of zero.

If a final piece of work has plagiarized content or was not completed according to the subject guide requirements, that component should be awarded an “F” on the IB internal assessment mark entry system or marked as non-submission in the case of externally assessed components, such as the

extended essay, or theory of knowledge essay, and as a consequence, the student would not be eligible for a final grade in the subject concerned.

When academic misconduct is identified after the work has been submitted to the IB, the programme coordinator must inform the IB as soon as possible.

Incidents related to examinations

IB schools must follow all instructions as detailed in *The conduct of IB Middle Years Programme on-screen examinations* and “*The conduct of IB Diploma Programme examinations*” (*Diploma Programme Assessment procedures 2020*) informing about the conduct of examinations and ensure that invigilators and students understand the rules.

All students must have a clear understanding of the IB’s expectations in terms of the conduct of the written or on-screen examinations. Therefore, students must adhere to ethical and honest practices.

Students must not take any unauthorized materials into the examination room and must follow invigilator instructions. A student found in possession of unauthorized materials during an examination, regardless of intent or if the material is used, is still considered to be in breach of regulations and will be investigated by the IB.

If a student is found to be in breach of regulations, the school must contact the IB within 24 hours of the examination to report the incident. Students should be allowed to continue with the examination in question unless their presence in the examination room is disruptive to other students. The student’s examination script should be submitted for assessment as usual.

Investigation of student academic misconduct cases

Once the IB establishes that there is evidence to suspect a student of academic misconduct, the school will be required to conduct an investigation and provide the IB with statements from all parties involved and any other relevant documentation pertinent to the case. If a school fails to support the investigation into possible academic misconduct, no grade will be awarded to the student in the subject(s) concerned.

If the IB notifies a school that a student is suspected of academic misconduct and that the IB intends to initiate an investigation, the student can be withdrawn from the session or from the subject(s) in which academic misconduct may have occurred. If a student is withdrawn from the subject under investigation no mark for that subject may contribute to the award of a grade in a future examination session.

Students suspected of academic misconduct must be invited to present a written statement that addresses the suspicion of academic misconduct. If a student declines to present a statement, the investigation and decision on whether the student is in breach of regulations will still proceed; however, the school will be requested to confirm in writing that the student declined the opportunity to present a statement.

Cases of suspected academic misconduct will be referred to an internal panel composed of experienced members of staff from the IB’s Assessment Division at the IB Global Centre, Cardiff. Their decision is subject to approval by the Final Award Committee. If the internal panel is unable to reach a decision, then the case will be referred to the academic honesty manager. Unprecedented and extraordinary cases will be referred to the Final Award Committee.

If the internal panel or Final Award Committee confirms the case of academic misconduct, a penalty will be applied to the subject(s) concerned. The penalty will be proportionate with the

severity of the incident; for further details about the penalties and retake opportunities, please refer to the [penalty matrices](#) in the appendices.

If there is substantive evidence, the IB is entitled to conduct an investigation into academic misconduct after a student's results have been issued. This could be identified, for example, through the enquiry upon results process. If academic misconduct is subsequently established, the student's grade for the subject(s) concerned may be withdrawn, which may result in the withdrawal of their IB award where applicable. Students will be expected to return their certificates and the IB will issue new documentation.

Student sanctions

Penalties apply in instances of academic misconduct where the IB has taken action against a student who is registered for IB-assessed components. The IB may investigate issues which could be considered academic misconduct even if they are not listed in this document. During investigations into academic misconduct, evidence and statements from all involved parties will be gathered. Each case will be judged on the evidence available and any sanction applied will be based on the IB penalty matrix. When evidence is not conclusive, subject matter experts will be consulted and any sanction will be applied using the balance of probabilities approach.

Retaking examinations or resubmitting coursework

The IB will decide if the student found in breach of regulations will be allowed to retake their examinations or coursework, and when such a retake could take place. Typically, the IB would allow one of the following for students penalized for academic misconduct:

- retake in six months, depending on subject availability
- retake in 12 months
- no retake allowed, but award of grades in subjects not affected by the incident.

Additional sanctions

In addition to the described penalties in the matrix, the IB may impose the following sanctions for repeated, multiple and/or very serious offences happening during one or multiple examination sessions, or across programmes.

1. Change in registration category

For Diploma Programme (DP) students this would mean a change to the "course" category. Students will be given the opportunity to retake the subject concerned, but due to a change in category, they will not be eligible for the full IB diploma.

2. Permanent disqualification from current and/or different programmes

DP students—no grade awarded in any subject and no retake session allowed.

CP students—no grade awarded in any subject and no retake session allowed.

IB Policy Review

The IB Coordinator, Head of School, and IB DP/CP teachers review the IB policies as needed.

Actions taken by the school to communicate the Academic Integrity Policy to all members of the school community.

1. Access to the policy via a public website.
2. All students in an IB DP course must read the **Academic Integrity Policy** and **complete the corresponding compliance form**.
3. Email a copy of the policy to parents/guardians of all DP and CP candidates, when requested

References:

- **OHS Student Handbook, 2023-24**
- **IB Academic Integrity Policy, Published October 2019**
- **Statement from the IB about ChatGPT and artificial intelligence in assessment and education, Published March 1, 2023, Updated June 6, 2023**