



# Albert Einstein High School

## Academic Integrity Policy

As an International Baccalaureate World School, Albert Einstein High School (AEHS) all students are expected to be principled in all aspects of their lives. To be principled is to “act with integrity and honesty, with a strong sense of fairness and justice, respect for the dignity and rights of people everywhere and take responsibility for our actions and their consequences.” (IB Learner Profile)

Academic misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components. Unfortunately in every Diploma Programme examination session there are students who are investigated for alleged “academic misconduct” (Academic Honesty in the Diploma Programme brochure).

Cheating, plagiarism, and lying are not consistent with principled behavior and will not be tolerated. It is important for all students to understand that academic dishonesty is a serious offense. Violation of this code will result in school disciplinary action. Students will use plagiarism prevention tools such as NoodleTools and Turnitin to ensure academic integrity with allowance for these tools to be used as a learning mechanism as opposed to solely a punitive measure. Students will adhere to all policies in *The Student’s Guide to Rights and Responsibilities in MCPS*.

**The Code of Academic Integrity forbids, but is not limited to these specific examples of misconduct.**

### Cheating/Collusion

*Examples of cheating include, but are not limited to:*

- Copying another person’s work
- Allowing another person to copy your work
- Using unauthorized notes, aids, or written material on assignments and assessments
- Using unauthorized technological devices (cell phones, calculators, cameras, wearable devices, etc.) on assignments and assessments
- Giving or receiving information using speech or non-verbal communication during any type of assessment
- Sharing test questions or content with students taking the same assessments as a later time and/or date
- Purchasing or acquiring papers, materials, etc. and claiming it as one’s own work
- Tampering with a teacher’s records or grades

### Plagiarism

*Examples of plagiarism include, but are not limited to:*

- Paraphrasing and summarizing someone else’s work without proper citation
- Copying word for word without using quotation marks and/or giving credit to the original author
- Failing to properly cite sources used in research
- Presenting or submitting work which was done, in whole or part, by someone other than the person submitting the work
- Duplication of work



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- Presentation of the same work for different assessment components and/or Diploma Program requirements

### Falsification/lying

*Examples of falsification/lying include but are not limited to:*

- Making an untrue statement verbally or in writing with the intent to deceive
- Creating false or misleading impressions
- Forging signatures
- Using strategic advantages such as absenteeism on the day of an assessment or due date to gain an unfair advantage

### Misconduct

*Examples of misconduct include but are not limited to:*

- Taking unauthorized material into an exam
- Disrupting an exam session
- Communicating with fellow students during an exam session

### Responsibilities

*Students will...*

- Exercise academic integrity in all aspects of their work
- Avoid cheating, plagiarizing, and lying
- Practice ethical use of the information by acknowledging sources
- Report any violations of the Code of Academic Integrity

*Teachers will...*

- Develop, model, and sustain ethical practices within the classroom setting
- Communicate to students on which assignments they may collaborate and to what extent
- Provide instruction on NoodleTools to acknowledge original ownership
- Require use of plagiarism prevention tools
- Direct instruction on conventions for citing and acknowledging through the core classes of Theory of Knowledge and Personal and Professional courses
- Confer with those who violate the Code of Academic Integrity and contact their parents
- Report violations of the Code of Academic Integrity to counselors and administrators
- Report observations of violations of the Code of Academic Integrity to the impacted teacher via email
- Document incidents in myMCPS Communication Log (teacher of the subject)
- Will reference and review IB Continuum document "Effective citing and referencing" with students



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### *Parents will...*

- Discuss the Code of Academic Integrity with their child
- Support faculty and administration in enforcing the Code of Academic Integrity

### *Administrators will...*

- Ensure that faculty, students, and parents receive a copy of the Code of Academic Integrity
- Ensure that the Code of Academic Integrity is applied consistently throughout the school

### Consequences

#### *First offense:*

- Students will receive a zero on the assignment; teacher will inform the student, parent/guardian, counselor, administrator, and IB DP Coordinator
- Teacher will document the incident in the myMCPS Communication Log

#### *Repeated offenses(s):*

- Students will receive the same consequences as indicated above
- Teacher will complete a referral for the incident in myMCPS
- The counselor, administrator, and IB DP Coordinator will conference with the student and parents/guardians to address the incident
- Student may be removed from an honor society, team, extracurricular group, and/or the IB program, if applicable and may lose a leadership position

This policy will be posted to the Albert Einstein High School (AEHS) Website and distributed to all students. It will be reviewed and updated on an annual basis by the school leadership team; student and parent voice will be used in this process.



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### CODE OF ACADEMIC INTEGRITY

Academic Integrity promotes a system of values that brings out the best in a group of individuals, provides for an orderly, effective, and positive academic community and supports the idea of learning promoted in the IB Learner Profile and mission statement.

Academic dishonesty leads to a loss of credibility and trust within the community and the learning process.

*I acknowledge that I have read and discussed the purpose of the Code of Academic Integrity with my peers, teacher(s), and/or IB DP Coordinator.*

*I have been made aware of the policies set out within the document.*

*I understand that the Code of Academic Integrity is the expected standard for all academic work.*

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*I have discussed the Code of Academic Integrity with my child.*

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_