Canyon Del Oro High School

Academic Honesty Policy
DORADO PRIDE

Policy Implementation: November 2023
To be reviewed: February 2025

This policy will be posted on the school's homepage along with other IB policies for community review. Additionally, the Academic Honesty policy is referenced during IB Diploma Course selection parent/student meetings.

Policy Review: This policy will be reviewed by administrators, IB Teachers and students on a two year basis and published on the CDO homepage under IB Diploma Programme Policies.

Our Mission: To empower all students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

Our Vision: Amphitheater schools and facilities are places where students thrive academically; places parents want their children to go; places where highly skilled people work; and places community members respect because of the high student achievement, caring environment, and focus on individual needs.

We Value: Diversity, creativity, curiosity, diligence, honesty, kindness, caring, fairness, respectfulness, achievement, responsibility, and service to the community.

We Believe:
- All students can learn and achieve.
- Everyone has unique strengths, talents, and needs.
- All students and staff should be responsible for and dedicated to educational excellence.
- Education requires cooperation among the students, parents, school, staff and community.
- The school community deserves a safe and caring environment.
- Our actions reflect our values and dedication to meet student needs fairly and equitably.
- Ample resources are essential to accomplish the Mission.

Rationale/Purpose: In order for Canyon del Oro to fulfill the Amphitheater Public Schools' Mission and Vision as an IB World School fully immersed in supporting the IB Learner Profile, the following Academic Honesty policy has been created. Academic honesty is defined as behavior that entails working honestly in researching and presenting all school related work. This includes acknowledging the ideas and material of other people, and behaving appropriately when taking formal exams or other assessments.

The learner profile and the Approaches to Learning are the foundation of this policy. As an IBO World School, Canyon del Oro's policies promoting Academic Honesty closely follow the IB Publication, Academic honesty in the IB educational context (2014). It also adheres to the Amphitheater Unified School District's Mission and Vision in relation to its Academic Honesty Policy and practices.

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In developing and enforcing this policy the **Learner Profile** is directly linked. We encourage our students to be:

- **Inquirers** - who actively seek and acquire the skills necessary to conduct inquiry and research
- **Knowledgeable** - who explore concepts, ideas and issues through a range of sources
- **Principled** - who act with a strong sense of fairness and honesty taking responsibility for their own actions
- **Open-minded** - who appreciate their own cultures and personal histories while seeking and evaluating a range of points of view that may be different from their own
- **Risk-takers**- who are brave and articulate in defending their beliefs
- **Communicators** - who are clear in understanding and explaining which parts of their assignments are from other sources

In developing and enforcing this policy **Approaches to Learning** are directly linked. We encourage our students to develop the following:

- **Thinking Skills** - acquire knowledge and apply it in the correct context
- **Communication** - develop effective listening, speaking, reading and writing skills
- **Social Skills**, respecting other people's original ideas and work
- **Self-Management Skills**- adhere to codes of behavior and make informed choices
- **Research Skills** - formulate questions, collect data and presenting research

ACADEMIC MISCONDUCT DEFINED:

Behavior	Examples of behavior to be avoided
Plagiarism: Behavior that intentionally or unintentionally represents the ideas, words or work of another student, person or organization without clear and appropriate explicit acknowledgement. This includes using another person's work without citing the source.	- Copying another person's work and presenting it as your own original work - Looking at another person's work and copying answers and presenting it as your own - Rewording another person's ideas or words and not acknowledging the source - Copying and pasting information and ideas directly from the Internet or other sources and presenting it as your own - Using translation software and presenting a translated language text as if it was your own original words and ideas - Allowing another person to complete work submitted as your own
Collusion: Behavior allowing one's work to be copied or submitted for assessment by another. There are times when students will collaborate with other students to complete their work. However, the final work must be independently	Allowing a person to copy your own work and present it as their original work in whole or parts

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produced, despite the fact that it may be based on the same or similar data and/or research as another student.	• Allowing one person to do all the work related to a project and then take equal credit for work you did not complete
Duplication: Behavior of presenting the same work for different assessment components and/or course requirements.	• Submitting work completed by yourself or another person from a previous class to gain credit on another assessment
Exam Improprieties	• Communicating with other students during test or exam when not authorized • Bringing unauthorized material into a test or exam setting • Using electronic devices inappropriately while in a test or exam setting
Cheating	• Claiming someone else's information or school work for your own • Recording and/or transferring information about tests or quizzes to another person
Forgery	• Falsely and fraudulently making or altering a document • Modifying a school-related document by any means without written permission
Lying	• Making an untrue statement with intent to deceive; creating a false or misleading impression
Intellectual property: Includes patents, registered designs, trademarks, and copyrighted materials. The law protects many forms of intellectual and creative expression in which sources need to be acknowledged and or be used with respect to appropriate laws.	• Using a trademark logo, printed texts, photos, interviews, or recordings without acknowledging the source in submitted work and/or presentations

RESPONSIBILITIES OF STUDENTS

- Only submit student work that is original and acknowledge ideas and works of others using appropriate conventions
- Understand the difference between collaboration as opposed to collusion.
- Understand that submitting the same piece of work for a previous class or assessment is inappropriate
- Understand and follow guidelines when using intellectual property

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RESPONSIBILITIES OF THE SCHOOL

- Provide guidance on how to avoid plagiarism
- Ensure students know how to use a recognized convention to acknowledge original works and ideas
- Modern Language Association (MLA) referencing style will be introduced and supported by the English Department.
- Subject specific disciplines may require American Psychological Association (APA) or Chicago style referencing, which will then be explicitly taught and supported by these disciplines
- Ensure students know the difference between appropriate academic collaboration and collusion
- Ensure to the best of their abilities that students are not engaging in forms of academic misconduct
- Ensure all student work submitted to the IB is run through appropriate software to check for potential plagiarism prior to submission
- Report breaches of academic honesty to school administration

Academic Integrity Policy for Using ChatGPT in the CDO IB Program

Academic integrity is a fundamental value in academic writing, and as a student using ChatGPT, or an equivalent AI program, for writing academic papers, you must ensure that your work is original, properly cited, and attributed. It is important to note that while ChatGPT can be a useful tool, it should not be relied upon solely for academic research or writing. Students should still conduct their research, critically evaluate sources, and ensure that their writing reflects their own ideas and understanding.

Permitted uses of ChatGPT: We permit the use of ChatGPT as a tool for students to enhance their academic papers. Here are a few ways in which you are permitted to use ChatGPT:

Research: Students can use ChatGPT to conduct research on a particular topic. ChatGPT can be trained on a vast amount of data, which makes it a great tool for generating information on a particular topic.

Generating ideas: If a student is struggling to come up with ideas for their paper, ChatGPT can help them by generating ideas or providing inspiration. Students can input a keyword or topic, and ChatGPT will provide suggestions that the student can use as a starting point for their research.

Summarizing research: ChatGPT can be used to summarize research. Students can input a lengthy article or research paper, and ChatGPT will generate a summary that highlights the key points and findings.

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Citation: ChatGPT can help students with citation by providing a format for different citation styles. Students can input the relevant information, and ChatGPT will generate a citation in the correct format.

Non-permitted uses of ChatGPT:

Plagiarism: Students should not use ChatGPT to generate content that they claim as their own.

Using ChatCPT as a cited source: While ChatGPT can generate content, it is important to remember that it is not always accurate. Students should critically evaluate the information generated by ChatGPT, go to the sources that ChatGPT generates to use those as cited sources, and verify ChatGPT content through other sources. *This also applies to group-sourced sites like Wikipedia.

Dependence: Students should not become overly dependent on ChatGPT. While it can be a helpful tool, students should not rely on it entirely for their research or writing. It is important for students to develop their critical thinking skills and conduct their research.

Format: Students should not rely solely on ChatGPT for formatting their papers. They should still follow the guidelines provided by their instructor or the style guide recommended for their paper.

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CLASSIFICATION OF ACADEMIC MISCONDUCT, EXAMPLES AND PROCEDURES

Classification	Example	Procedures
Minor Offenses – are generally technical in nature in which the teacher does not perceive the student's intent to gain academic advantage	• Inadequate citation of sources • Oversight of citing graphs, charts, or visuals	• Teacher consults with student to discuss violation and ensures the student understands why academic misconduct has been alleged • Teacher further consults with student and proposes corrective action such as resubmitting work demonstrating corrective action • Skills may be retaught • A repeat offense is reported to parents or guardians • Repeat offenses may be escalated to a major offenses
Major Offenses – are when the teacher perceives the student's intent to gain academic gain	• Presenting the work of others with no attempt to cite or acknowledge sources information	• Teacher consults with student to discuss violation and ensures the student understands why academic misconduct has been alleged and classified as a major offense • Skills may be retaught • The subject appropriate Department Chair and Principal are notified in addition to parents or guardians • Formative feedback may be provided on the assignment but no credit is issued

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		• Refer to the current Student Code of Conduct for potential consequences (Appendix-1)

IB COURSE WORK FOR EXTERNAL SUBMISSION NOT ADHERING TO THE ACADEMIC HONESTY POLICY

Academic honesty is a very important part of the IB journey. For every assignment that will be submitted to the IBO, teachers, supervisors, and coordinators must authenticate that the work submitted is the students' own. For this reason, it is very important that students show evidence of their continual work on the assignments. **We reserve the right to refuse to authenticate and submit student work in IBIS in cases where students have failed to turn in any evidence of their work prior to the final draft and/or met with their teacher or supervisor about their progress.**

If sufficient time remains for a student to resubmit their work, the resubmission may be accepted in consultation with the subject teacher, Diploma Coordinator and Principal. If there is insufficient time to resubmit, the student will not receive a grade for the IB course in question and subsequently not qualify for the IB Diploma.

Students are ultimately responsible for work they submit and consequences associated with academic misconduct. Students are encouraged to speak to subject teachers to ensure they understand how to acknowledge the work and ideas of others.

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Appendix 1 – **2023-2024 Student Code of Conduct** (excerpt page 26)

Prohibited Behavior Category, Rules and Definitions		**Consequences** Any or all of the following may be applied in any order, in the principal's discretion, except those listed as (Mandatory), which must be applied, absent a waiver; see page 10.	
6. Academic Dishonesty (Lying, Cheating, Forgery, or Plagiarism)			
		1st Incident	2nd or More Incident
A. Cheating	Claiming someone else's information or school work for your own; Recording and/or transferring information about tests or quizzes to another person.	School Level Actions (see page 14), and: • Revocation of Automobile Privileges • Short-Term Suspension • Long-Term Suspension	School Level Actions (see page 14), and: • Revocation of Automobile Privileges • Short-Term Suspension • Long-Term Suspension • Expulsion
		1st Incident	2nd or More Incident
B. Forgery	Falsely and fraudulently making or altering a document; Modifying a school-related document by any means without written permission.	School Level Actions (see page 14), and: • Revocation of Automobile Privileges • Short-Term Suspension • Long-Term Suspension	School Level Actions (see page 14), and: • Revocation of Automobile Privileges • Short-Term Suspension • Long-Term Suspension • Expulsion
		1st Incident	2nd or More Incident
C. Lying	Making an untrue statement with intent to deceive; creating a false or misleading impression.	School Level Actions (see page 14), and: • Revocation of Automobile Privileges • Short-Term Suspension • Long-Term Suspension	School Level Actions (see page 14), and: • Revocation of Automobile Privileges • Short-Term Suspension • Long-Term Suspension • Expulsion
		1st Incident	2nd or More Incident
D. Plagiarism	Stealing and passing off the ideas or words of another as one's own.	School Level Actions (see page 14), and: • Revocation of Automobile Privileges • Short-Term Suspension • Long-Term Suspension	School Level Actions (see page 14), and: • Revocation of Automobile Privileges • Long-Term Suspension • Expulsion

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Acknowledgements

The following IBO publications were referenced in the creation of this policy:

Academic Honesty in the IB Educational Context. Cardiff, Wales: International Baccalaureate

Organization (UK), 2014.

Amphitheater Unified School District Policy Manual (Section J, policy JK-RA)

http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals

Diploma Programme Academic Itegrity Policy. Cardiff, Wales: International Baccalaureate

Organization (UK), 2019, updated 2023.

2023-2024 Student Code of Conduct – Amphitheater Public Schools

Canyon Del Oro High School would like to acknowledge the contributions of the following schools based on policies found in the public domain:

International School of Paris, K. International School Tokyo (KIST) and Trondheim Intentional School (THIS).

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