Children's World
Academic Honesty Policy

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The IB Learner Profile

Academic honesty is reflected through the learner profile attributes and demonstrated by the IB PYP attitudes. The concept of academic honesty is taught as of Kindergarten and continues to be reinforced with age appropriate practices throughout their elementary years at CWA.

Inquirers - Learners are encouraged to develop their curiosity by respecting and honoring the work of others in their research experiences.

Knowledgeable - Learners are expected to cite their sources when exploring concepts, ideas and issues.

Thinkers - Learners will be able to understand the difference between collaboration and copying the work of others.

Communicators - Learners will be able to express their knowledge clearly and give credit to the sources used.

Principled - Learners will show integrity and honesty by acknowledging ideas and work of others. They will take responsibility for learning and actions. .

Open-minded - Learners are open minded to ideas expressed in works of others and are willing to consider information shared by others.

Caring - Learners will show that they care about other people's' ideas and work by acknowledging them.

Risk-takers - Learners take risks and use their own words to express ideas, thoughts, and feelings.

Balanced - Learners understand the importance of using a variety of resources in their work.

Reflective - Learners will give thoughtful consideration when choosing and presenting information. They will reflect on their importance of doing one's own work.

IB Definition of Academic Honesty

"Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, and parental expectations, role-modelling and taught skills."- MYP: from principles into practice, September, 2014

Children's World Academy Definition of Academic Honesty

At Children's World Academy, all students are aware of the importance of being principled while working on their projects and the exhibition in grade 6. Students as young as Kindergarten have their views on what Academic Honesty means. Here are a few of these definitions:

"Academic honesty means not doing work for other people when they don't know what to do."

"Academy honesty means that you do your own work from your brain and you don't copy."

"Academic Honesty means that you don't copy and paste from the internet without acknowledging who wrote it."

"Academic honesty means that you do not copy somebody else's work."

Our Philosophy

The Policy on Academic Honesty addresses the implementation of our values and beliefs which are in line with the IB philosophy. Academic honesty must be seen as a set of values and skills that promote good practice in teaching, learning and assessment. The concepts of intellectual property and authenticity of work and proper conduct during testing procedures are related to academic honesty (Academic honesty, Diploma Programme, updated July, 2011).

The content of this policy is based on our own practices in an Elementary school and the IB document: *Academic honesty, Diploma Programme, updated July, 2011.*

As Elementary educators, we act as the cornerstone to prepare our students for the MYP and DP programmes by exposing them to ethical dilemmas to open discussions and reflections.

Roles and responsibilities: Academic honesty is the responsibility of the school, the administrator, teachers, parents, and students

- discussing appropriate help regularly with parents;
- ensuring parents and students understand what the **learner profile** value of academic honesty means;
- making clear what will happen if submitted work is not the student's own.

As Elementary school educators, our role consists primarily of raising students' awareness of what academic honesty is and the importance of related concepts (by teaching them about the ethical issues related to academic honesty).

Teachers encourage honest creative, critical PYP work by:

- creating inquiry-based assessment tasks where creativity is encouraged and where the use of information helps to solve a problem;
- designing assessment criteria that value and reward the work required, rather than only the result;
- teaching ways to acknowledge others: PYP students can learn to use quotation marks to mark other's words or describe what help was useful and why;
- teaching reflection on the learning process: reflective writing about source values students' hard work rather than stressing formal citation or demonizing copying;
- Students from all grade levels are taught academic honesty by all teachers.
- Academic honesty is taught through learning experiences in the units of inquiry

Here are a few examples of how Academic Honesty is addressed at different cycle:

Cycle	Expectations	Descriptors
K and Cycle 1	Introduction to the notion of copyrights	When reading a book, the teacher will name its author and illustrator Not to plagiarize (on evaluations, when writing stories, etc.) Copy and paste website addresses for information or pictures taken from the Web.

	Cite sources of information	Write the title of the book where they have taken their information. Try to rephrase the information that they have found online or in books in their own words. Students will be taught the use of tools in Google helping them to find pictures or sound free of copyrights
	Digital Footprint	Students will be taught that when you use the Internet, you leave digital footprints. It is important to have a good ethical behavior while using it (pictures, language, etc.) Also if they encounter inappropriate pictures or information while searching on the Web, they must automatically close the window and tell the teacher.
	Sign the school contract for appropriate use of the material and the Web.	Respect the documents created by others when they are accessible. Do not move, alter or delete them.
	Online Security	Students will be taught to never give personal information on the Web or give their password to others.
Cycle 2	Cite sources of information	Copy and paste website addresses for information or pictures taken from the Web. Cite book author and illustrator. (minimum)
	Sharing Work	When sharing work on Google Drive, students must share it with the teacher and peers involved if it is a team project, not share with anyone else. Make a copy of the digital document before starting to work on it.
	Respect for the Work of Others	Students are encouraged not to plagiarize answers on someone else's test or work.

Cycle 3	Validity of sources	-Difference between .org/.com/.edu -Investigating different websites to show examples of how "real" a site may look, yet is full of false information -Look for 3 sources per fact -Difference between fact and opinion
	Paraphrasing	-Students will have opportunities to take a text and put it in their own words (refer to the link http://minds-in-bloom.com/teaching-kids-to-paraphrase-step-by-step/) -Noteboxing while doing their research Referencing original author when incorporating info in their own writing. (According to, as seen in…) How to include a direct quotation.
	Incorporating research into their own work.	

(Academy honesty in the IB, Jude Carroll, IB position paper, October, 2012)

As part of the process of educating students about the importance of academic honesty the following definitions will be used:

Definition of cheating

1. Intentionally taking someone's work and declaring it as your own.
2. Using non-permitted material during an assessment.

Definition of plagiarism

1. Presenting as one's own words and work (including images, photos, art, etc.), ideas, or the opinions of someone else without proper acknowledgement.

2. Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without permission.

Consequences

Although we expect our students to choose, act and reflect in an ethical manner, students must also understand that there are consequences for unethical behaviour.

Any case of misconduct (cheating, plagiarism, not citing, etc.) will be treated seriously and will be appropriately sanctioned. Although each case will be evaluated on individual basis according to relevant circumstances, it should be noted that if a student cheats or plagiarizes:

- Parents will be informed;
- He or she will be asked to re-do the work.
- Assessment will reflect level of competency
- When Academic honesty is part of the assessment tool, marks will be amputated.

It is important to mention that our policy regarding Information Communication Technology is related directly to Academic Honesty in a number of fundamental ways. For example, as a school, we have embraced the notion of good Digital Citizenship which teaches students how to behave responsibly in a digital world. A key part of teaching and learning how to be a good Digital Citizen is to understand issues such as copyright, rights of authorship, as well as learning proper citation of sources of information obtained from searching the internet. Although the scope of this policy is not as broad as what may be required at the secondary level, it is important to introduce these ideas to students in elementary with concrete examples. One such example is helping students to learn how to properly acknowledge sources of information (from digital as well as printed sources) when preparing and presenting their exhibition projects.

Parent Responsibility

- Encourage academic honesty and support their child by modelling personal integrity.
- Help their child access resources for personal inquiries- people, places, media and information.
- Encourage independent inquiry and respect their child's ownership of the inquiry process and products.
- Allow their child to make mistakes and learn from them in safety.

Administrator Responsibility

- Support and encourage students, teachers, and parents by modelling academic honesty, personal and professional integrity;

- Support and promote the implementation of our Academic Honesty and Digital Citizenship Policies;;
- Recognize the importance of reviewing this Academic Honesty policy and its links to other policies such as the Digital Citizenship policy and the Assessment policy.

References

Academic honesty in the IB educational context, https://ibpublishing.ibo.org

MYP: from principles into practice, September, 2014

Midland International Elementary School Academic Honesty Policy, August, 2012

IB Learner Profile Booklet, updated January, 2009

Academic Honesty Policy, Heritage Regional High School, September, 2012

Google Apps for Education Permission Form

Dear Parents/Guardians,

The Lester B. Pearson School Board utilizes Google Apps for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of Lester B. Pearson School Board's online presence in Google Apps for Education:

Mail - an individual email account for school use managed by the Lester B.Pearson School Board

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Drive - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Sites - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Guidelines for the responsible use of Google Apps for Education by students:

1. **Official Email Address:** All students will be assigned a *username@lbpearson.qc.ca* email account. This account will be considered the student's official LBPSB email address until such time as the student is no longer enrolled with the Lester B. Pearson School Board.

2. **Prohibited Conduct:** Please refer to the board policy - LBPSB's appropriate use of digital communications and technologies policy, as well as the Children's World Academy Information and Communication Technology Policy.

3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Lester B. Pearson School Board. The Board maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

4. **Password use.** Classroom teachers or other staff members at the school who are responsible for managing the use of Google Apps for Education with groups of students must be provided with students' passwords. This is mandatory in order to allow school staff to properly monitor students' accounts for any prohibited conduct or inappropriate use of these on-line services.

Each student must provide his/her classroom teacher with any password(s) used to access any of the on-line services associated with Google Apps for Education described above. Failure to do so, or changing a password without informing the classroom teacher will result in immediate suspension of the privileges described in this document that are associated with the use of Google Apps for Education.

5. **Security.** Although Google does have a powerful content filter in place for email, the Board cannot assure that users will not be exposed to unsolicited information.

6. **Privacy.** Lester B. Pearson School Board School and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited   from accessing files and information other than their own. The Board reserves the right to access the *username@lbpearson.qc.ca* Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Google Apps for Education Permission Form

By signing below, I confirm that I have read and understand the following:

- Under *"la loi sur l'instruction publique"*, a student's education records are protected from disclosure to third parties.

- I understand that my child's email and schoolwork are stored in Google Apps for Education.

- I understand that there is no "*guarantee of confidentiality*". Lester B. Pearson School Board follows sound professional practices in providing for the security of student work stored online. However, in today's environment security systems are not infallible and the confidentiality of our systems and data are not guaranteed.

- I understand that I may ask for my child's account to be removed at any time.

_____ **YES**, I give permission for my child to be assigned a full Lester B.Pearson School Board Google Apps for Education account. This means my child will receive an email account, access to Google Drive, Calendar, and Sites.

_____ **NO**, I do not give permission for my child to be assigned a full Lester B.Pearson School Board Google Apps for Education account. This means my child will NOT receive an email account or access to Google Drive, Calendar, and Sites.

Student Name: _____
                              (print student name)
Parent Name _____
                              (print parent name)
Student Date of birth _____   Student Grade Level: _____
                              (MM/DD/YY):
Parent Signature _____   Date:_____

Why use Google Apps for Education?

•   To provide students with access to current technology applications and free tools designed for collaboration with other students and teachers
•   To give students the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device
•   To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience within the Lester B. Pearson School board
•   To facilitate "paperless" transfer of work between students and teachers
•   To provide adequate (five gigabytes) long-term storage space for student work
•   A potential cost savings in terms of software licensing and document storage

How is the Lester B. Pearson School Board and Google linked together?

The Google agreement with the Lester B. Pearson School Board provides access to Google applications and storage. While Google hosts these services off-site, the School Board maintains the ability to manage users, groups, and settings, much like other locally hosted systems. This means that LBPSB can grant and remove user access, and control other settings to ensure a safe and secure collaboration environment for students and teachers.

What personal student information will be stored in Google Apps for Education?

The terms of the Google contract with the Lester B. Pearson School Board mandate that we must have parental permission for the use of Google Apps for Education. On the Google permission form that parents are asked to sign, it states that "information about my child will be collected and stored electronically." Google does not request any personal information from students and the School Board does not provide personal student data (ex. birthdate, address, phone number, grades, test scores) to Google. That information resides in the LBPSB student information system and is not stored nor available to Google.

Information about the Google Apps for Education security and privacy policy is available at: http://www.google.com/apps/intl/en/edu/privacy.html