

Academic Honesty Policy

Mercyhurst Preparatory School is committed to Academic Honesty and Integrity among its students, teachers, administrators, staff, parents, and all stakeholders. Mercyhurst Prep, in concert with the International Baccalaureate Organisation, and as voiced in the IB *Mission Statement* and *Learner Profile*, aims to develop inquiring, knowledgeable, principled, balanced, reflective, open-minded and caring lifelong learners who strive to be inquirers, thinkers, communicators, and risk-takers, MPS is committed to creating a community in which all may deepen their spiritual awareness, broaden their intellectual endeavors, strengthen their personal integrity, enhance their individual talents, and embrace their global responsibility. (MPS *Vision Statement*).

The *Mercyhurst Prep Graduate Profile* isolates personal integrity as the core quality to which all MPS students should aspire throughout their lives and in all pursuits. Thus, it is expected that all students exercise academic honesty in all aspects of their work. Teachers, administrators, and staff are called to be teachers and role models of this trait. It is of the utmost importance that students understand what constitutes intellectual honesty and that there are consequences for academic malpractice.

It is the responsibility of the student to:

- Submit authentic work that is based on the student's individual and original ideas with the work and ideas of others fully acknowledged
- Seek guidance for clarification when needed
- Use proper citations
- Work collaboratively only in appropriate situations
- Use technology in an appropriate manner (MPS *Student Handbook*, Acceptable use of Technology and the Internet pages 11-12)
- Not engage in any form of academic dishonesty/malpractice

Academic Malpractice

In the IBO publication *Academic Honesty: guidance for schools* academic dishonesty or malpractice is defined as behavior that results in, or may result in an individual gaining an unfair advantage. According to the IBO publication, academic dishonesty or malpractice includes but is not limited to the following:

- *Plagiarism*: taking work, words, ideas, pictures, art work, information of another person and submitting it as one's own
- *Collusion*: supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessments by another student
- *Duplication of work*: presentation of the same work for different assessment components or curriculum requirements
- *Copying*: taking work from another student, with or without his/her knowledge or giving your work to another student for copying purposes, example homework
- *Misconduct during an exam/Cheating*: wandering eyes on an exam, use of electronic devices to gain access to testing materials, communicating with another student, cheat sheets, etc.
- *Improper use of the internet*: (MPS Student Handbook, Acceptable Use of Technology and the Internet pages 14-16)
- *Fabricating research and research data*

It is the responsibility of the Administration, the IBC, the teachers, and the staff to:

- Review the *Academic Honesty Policy* and *Student Handbook* of the school
- Review the *IB Learner Profile*
- Be familiar with the IBO publication on *Academic Honesty: guidance for schools*
- Clearly inform students of IBO and MPS policies on academic honesty, including definitions, explanations, and consequences
- Actively encourage students to understand and embrace the benefits of intellectual honesty and to engender in them respect for the integrity of all academic work
- Make students aware of what constitutes academic dishonesty
- Make students aware of consequences (MPS Student Handbook, IB Document *Academic Honesty*)
- Clarify and give examples of academic dishonesty/malpractice in specific subject areas
- Teach proper citation (teachers)
- Guide students in understanding how to properly paraphrase (teachers)

- Guide students in understanding the difference between collaboration and collusion (teachers)
- Use search engines to detect plagiarized work
- Authenticate student work
- Model practices that demonstrate intellectual honesty, including respecting intellectual property rights, in their own work and in the selection of classroom materials

Process for Investigating Alleged Academic Dishonesty/Malpractice

- Procedures listed in the IB Document *Academic Honesty* will be followed
- The teacher performs preliminary investigation, identify similarities, use search engines, etc.
- The teacher reports to the Academic Dean and the IBC
- The Academic Dean and IBC perform thorough investigation, interview all interested parties, and review all evidence.
- The Academic Dean and IBC consult to determine if academic dishonesty/malpractice has occurred based on findings.
- Records and evidence are retained.
- If it is determined that academic dishonesty has occurred, the Academic Dean issues disciplinary consequences.
- The Academic Dean and the IBC determine whether or not the work identified as not authentic has been submitted for assessment and/or whether a cover sheet has been signed by the candidate and teacher
- If identified work has been submitted to IB, the IB Handbook of Policies and Procedures will be followed.

Consequences of Academic Dishonesty/Malpractice

- Parent notification is made
- No credit is given for graded work; however, the work must be completed and submitted to the class teacher.
- If not yet submitted, the work will not be submitted to IB.

- The Academic Dean will issue appropriate disciplinary consequences, which may include the following: Tier 2 Saturday detention, Tier 3 Saturday detention and \$65 fine, activities suspension, expulsion.
- If submitted, the academic dishonesty/malpractice shall be reported to and investigated by the International Baccalaureate Organisation with full cooperation by the Mercyhurst Preparatory administration, the IBC, the Academic Dean, the teacher, the parent, and the student.

The Academic Honesty document is a work in progress and MPS will continue to review and update as needed.

Publications Referenced

IB Poster: Ethical Practice

IB Poster: Conduct of Examinations

IB Publication: Academic Honesty

IB Learner Profile

MPS Student Handbook

I have received and read the attached document entitled *Academic Honesty Policy*. I understand this policy and I agree to abide by the requirements therein.

Student's Name (printed): _____

Student's Signature: _____ Date: _____

Parent's Name (printed): _____

Parent's Signature: _____ Date: _____

IB Coordinator's Name (printed): _____

IB Coordinator's Signature: _____ Date: _____