Academic Integrity Policy

Kinzie School Mission Statement:
Kinzie Elementary School's rigorous curriculum and diverse environment empowers all students to become critical thinkers, lifelong learners, global citizens and visionary leaders of the future.

Statement of Purpose:
This document outlines expectations held by the Kinzie community regarding our academic integrity policy. It is intended to support students in understanding personal integrity, respect for others, and the honesty of their work, as well as the consequences of academic misconduct. This policy adheres to district-wide guidance and strives to foster a culture of academic Integrity aligned to the CPS Student Rights and Responsibilities.

Definitions & Examples of Academic Integrity and Misconduct:

- Academic Integrity: Respecting the work and ideas of others, when one makes use of or reference to others' ideas, appropriate credit is given.

- Collaboration: working together by permission of your instructor to accomplish a task (team or group work is an example) especially in an intellectual capacity. Collaboration needs express permission (if it is homework, a quiz or test or paper, always check the instructions or ask before you work together).

- Authentic authorship: work that has not been previously submitted

- Intellectual property: original thoughts and creations of the mind, such as songs, inventions, designs, manuscripts, logos, etc.

- Academic Misconduct: The IB organization defines academic misconduct as behavior (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment (MYP Principles to Practice, p. 94).

- Collusion: a secret agreement or cooperation especially for an illegal or deceitful purpose, it involves gaining an unfair advantage, misleads or deceives. Sharing information from a test, selling or buying an assignment, claiming group work to which you did not actually contribute, using some of another student's paper or

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project on your own are a few examples of collusion and are considered academic dishonesty.

Examples of academic dishonesty or misconduct could be considered as...
Plagiarism - the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgement.*
Plagiarism can include:
- word for word copying without use of quotation marks and citation of the source
- paraphrasing without citation of the source, or poor paraphrasing.
- providing information without citing or referencing the source.
  - This includes memorizing text or code and reproducing it without citation or referencing in written or oral examinations.
- giving false information about the source of a work
- re-use of work submitted in past assignments
- copying pieces of art (including paintings, images, drawings, photographs and music)

- The use of Artificial Intelligence (AI) to generate assignments.

- Collusion: helping someone else cheat by sharing already completed work

- Copying: duplication of someone else's work and taken as one's own
  - **This is to include "copying and pasting" directly from the internet, Google translate, etc. and using it as your own work.**

- Any other behavior that gives another student an unfair advantage (ex: cheating by bringing unauthorized materials to a testing environment, sharing questions or answers with others from an exam, quiz, etc., talking with other students during a test or quiz)

We believe that all members of the school community hold responsibilities to the learning and practice of academic integrity.

What schools do:
- Promote a **principled**, ethical school culture.
- Maintain accurate records of code violations as prescribed by CPS Code of Conduct.
- **Communicate** with all stakeholders about the importance of academic honesty.
- Address dishonesty in a constructive manner, stressing the importance of research skills and respect for the integrity of student work.

Responsibilities
…of coordinators

Coordinators are responsible for:
- ensuring all stakeholders have access to, and are **knowledgeable** about this policy and other IB program-relevant documentation.
- applying fair and consistent practices for all students and staff.
- in collaboration with teachers and administrators, monitoring students for academic misconduct, as well as recording offenses of students over time.

…of teachers

Teachers are responsible for:
- being **knowledgeable** of and adhering to this written policy, as it is in place to foster true learning, based on honesty and integrity.
- clearly outlining expectations for work that is assigned to students. For example, if students are not to collaborate with others (e.g. peers, parents, etc.), or if they are not to use online resources (e.g. Google Translate), the teacher should make this expectation clear in advance.
- utilizing tools at their disposal for authentication purposes, including Turnitin.com.
- teaching students the necessary skills for citing and referencing sources effectively within their academic work using proper conventions (MLA).
- Educate students about the value in giving credit to others and the importance of academic integrity.
- identifying developmentally appropriate, teachable moments with an **open-minded** approach.
- leading by example with regard to academic integrity, serving as role models for our students.
- planning a manageable workload so students can plan accordingly and complete tasks to expectations.
- Inform students about the consequences of engaging in academic misconduct

…of students

Students are responsible for:
- being **knowledgeable** of and adhering to this written policy, as it is in place to foster true learning, based on honesty and integrity.
- submitting assignments that are truly of their original, authentic work based on their personal creative and critical **thinking**.
- giving credit to the ideas and work of others.
- beginning to understand the importance of citing and referencing sources in years 1-3 of MYP and they should utilize those skills regularly and effectively. When a student is not clear on the expectations for a specific assignment, they should seek clarification from the teacher.
- using the internet, information technology, and social media responsibly.
- **communicating** any known acts of student academic misconduct to staff members.*
- properly accessing and using the resources provided by the school.
- committing to doing their own work, without "unauthorized assistance" from humans or Artificial Intelligence.

…of parents and legal guardians

Parents and legal guardians are responsible for

- reading, understanding, and **inquiring** about IB policies, procedures, definitions, guidelines, and consequences regarding IB coursework and/or examinations.
- abstaining from providing non-permitted assistance in the completion of student work.
- supporting students in completion of assignments and time-management, as well as their understanding of policies, procedures, and subject guidelines.

Students' Rights:

CPS Student Rights and Responsibilities defines students' rights. (Student Code of Conduct, pp. 2-5)

Processes and Procedures for Addressing Academic Misconduct

With the goal of fostering trust in students and their growth in learning and **principled** action, lapses in academic integrity provide an opportunity for **reflection**, teaching, and learning. Students should have the opportunity to **reflect** on their actions and choose a more **principled** approach in their future submissions. In the cases of minor/first offenses, teachers may use their professional judgment in how they address each individual case of misconduct, generally approaching it with an eye toward building a trusting relationship with the student so they learn from the infraction.

Consequences:

Any infractions relating to academic integrity will be documented on a referral by the content area teacher and submitted to IB coordinator. The IB coordinator will examine all evidence (the referral for new infraction and any past academic integrity referrals for the student). The IB coordinator will then designate the infraction as a Level 1 or 2 and issue the appropriate consequence. John H. Kinzie School recognizes that every infraction has its own unique set of problems. Therefore, there are a wide range of consequences that may apply and discretion is left to administration and IB coordinator.

<u>Level 1 Infractions</u>	<u>Level 2 Infractions</u>
-Cheating on homework and/or assignments -Failure to cite sources	-Cheating on assessments -Any form of collusion or plagiarism -Distributing answers to student(s) in any manner including social media. -Accessing a teacher's account -Repeated Level 1 infractions

Consequences	Consequences
1st Offense ~ -The Parent will be contacted (in all cases)and/ -The student will receive a zero on the assignment. **2nd Offense~** -The Parent will be contacted (in all cases)and/ -The student will receive a zero on the assignment. -Loss of incentive based field trip or activity.	-The student will receive a zero on the assessment. -The Parent will be contacted (in all cases) and/ -The student will be assigned either a detention or in-school suspension. -Loss of Incentive based field trip or activity

Summary: 1st offense ~ Receive Zero (0), and Contact Parent
2nd offense ~ Receive Zero (0), Contact Parent, AND Lose Behavior Incentive (Field trip)

If students have questions about academic integrity, they should contact their teachers and/or the IB Coordinator.

Communication of Policy:

The Kinzie community believes that all of its stakeholders should take an active role in shaping and implementing school policies. All policies will be reviewed and updated at the beginning of each school year. The policy will be made available to all stakeholders in multiple languages as well as on the school website.
https://kinzie.cps.edu

Review Process:

The policy was originally drafted November, 2017.
Kinzie stakeholders will review this policy annually.
Updated 3/2024

References:

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**Updated 3/2024

Academic Integrity Agreement

By signing, I agree that I know the importance of citing sources and how to cite them, the difference between plagiarism, collusion and collaboration, what is considered academic misconduct and its consequences. I acknowledge that all submitted work will be my original work.

_____   _____

Student's Name - Printed   **Student's Signature**

_____   _____

Parent Signature   **Date**

Academic Integrity Agreement

Classroom copy (stored in the student's cumulative folder)

By signing, I agree that I understand the importance of citing sources and how to cite them, the difference between plagiarism, collusion and collaboration, what is considered academic misconduct and its consequences. I acknowledge that all submitted work will be my original work.

_____   _____

Student's Name - Printed   **Student's Signature**

_____   _____

Parent Signature   **Date**