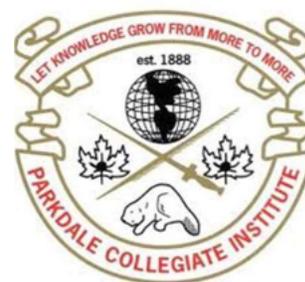


Parkdale Collegiate Institute  
“*Let knowledge grow from more to more*”-  
A.F. Tennyson



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## Academic Integrity Policy

### Rationale

This policy's primary purpose is to support students, parents/caregivers and educators in the Parkdale CI community on what constitutes academic integrity and how to engage in ethical academic research, writing and daily learning/teaching practice.

Academic integrity is a guiding principle in education and a choice to act responsibly, whereby others can trust us. It is the foundation for ethical decision-making and behaviour in producing legitimate, authentic and honest scholarly work.

### Academic Dishonesty (Malpractice)

Behaviour that results in, or may result in, any student gaining an unfair advantage on an assessment is known as *academic dishonesty (malpractice)*. It is a form of academic dishonesty to engage in any of the behaviours listed below.

- *Plagiarism* - representing the ideas or work of another person as your own.
- *Collusion* - supporting malpractice by another candidate, as in allowing your work to be copied or submitted for assessment by another candidate.
- *Duplication of work* - the presentation of the same work for different assessment components and/or IB diploma requirements.
- *Misconduct during an examination*, including the possession of unauthorized material.
- *Disclosing information to another candidate*, or receiving information from another candidate, about the content of an examination paper within 24 hours after the examination.

### Student Responsibilities

All students are expected to submit their own original work for assessment and evaluation. To ensure they are completing their assessments honestly, students are expected to:

- ensure that all their work is original and that their sources are cited accurately and consistently;
- seek assistance from teachers and teacher-librarians when their research and citation skills need improvement;
- seek clarification from teachers and teacher-librarians about actions that constitute plagiarism;
- consult with the IB and TDSB policy documents listed at the bottom of this policy and available on ManageBac and the school website;
- understand the consequences for academic dishonesty as outlined below.

## Consequences for Academic Dishonesty

Consequences for academic dishonesty may include receiving a mark of zero for the assignment/exam in question and/or disqualification from academic awards and the positions of Valedictorian. Please refer to the IB Academic Integrity Policy document (Appendix 2)

When academic dishonesty is suspected, it will be investigated. If it is confirmed by the teacher, they will inform the Principal/Vice Principal, the IB Coordinator, the student, and the parent/guardian (when the student is under the age of 18) of the specific details regarding the plagiarized assignment or the allegation of malpractice and the resulting consequences. In all cases progressive discipline will be applied, namely to support students as they move on the continuum of learning responsibility for their own academic honesty. A repeated pattern of academic dishonesty may result in an escalation in severity of consequences. Documentation is maintained and shared by all Parkdale CI staff. Students and parents will receive notification in writing regarding all consequences from the school. Please refer to the IB Academic Integrity Policy document (Appendix 2 and 4)

*All students who face consequences for academic dishonesty have the right to appeal the teacher's decision to the IBDP Coordinator and Principal/Vice-Principal. All appeals must be made in writing to all mentioned parties.*

When academic dishonesty occurs on an IB assessment, the consequences, in addition to those followed under TDSB regulations, shall include those that the IBO sets out. This is detailed in Section 7 of the IBO Academic Honesty document. All IB assessments are of critical importance for IB students, so any instances of academic dishonesty on official IB assessments are taken extremely seriously. A single instance could jeopardize that student's grade in the course and the student's entire IB Diploma. Students, parents, and staff are made aware of the severity of academic dishonesty in IB assessments, and considerable time is spent preparing the students beforehand so they do not resort to academic dishonesty.

*The PCI Academic Honesty Policy is aligned with the Toronto District School Board and IB Organization policies. The Parkdale Collegiate Institute school community reviews the Policy whenever the need arises.*

### Communication with Students and Parents:

Teachers remind students of academic honesty policies and procedures, and methods to avoid forms of malpractice, at the beginning of every course in every year. Parents are provided with an overview and other policies at IBDP Information Sessions. Main points from the policy are written into the student agenda app and in the IBDP student handbook. This information is also available to parents through our school's website. In addition, to ensure academic integrity, PCI has established the following procedures:

- every IBDP course will reference the academic honesty policy on the course outline;
- students will submit both term work and final IB assessments through Managebac and the authenticity/plagiarism detection web application turnitin.com;
- IBDP students will receive workshops from teacher-librarians on research and inquiry including proper academic citation styles;
- Excursions to an esteemed public research library (Toronto Reference Library) where proper research and citation lessons and workshops are provided;
- IBDP students sign the "Declaration of Authenticity" form for each of their final assessments, stating that the work submitted is their original work and any sources used are fully acknowledged.

### The Role of the Library

All students in the IB Diploma Programme have regular access to a school library with a qualified teacher-librarian. The teacher-librarian regularly instructs students, in collaboration with IBDP teachers, in all relevant aspects of research and inquiry, including those closely connected to academic honesty. The topics covered in these collaborations may differ depending on the teacher's needs; however, specific skills and requirements are expected of every IBDP student. These skills include note-taking, paraphrasing, and citing sources according to recognized academic formats, such as APA, MLA or Chicago style.

The consolidation of these research and inquiry skills occurs during the Extended Essay process as students apply what they have learned from classroom teachers and the teacher-librarian in the preparation of the Extended Essay. Specialized library workshops for the Extended Essay include topic selection, developing research questions, and citing and formatting final drafts. As part of the process, students are taken on a field trip to the Toronto Reference Library where further instruction is provided by librarians from the Toronto Public Library who specialize in assisting IBDP students in their completion of properly researched essays, free from plagiarism or other

forms of academic dishonesty.

## Reference Documents:

### *IB Documents:*

- Academic integrity policy, October 2019 updated March 2023
- Appendix 2: Student academic misconduct pg.29
  - 2.1 Investigation flowchart pg.30
- Appendix 4: Statement templates for investigations pg.47
- Appendix 6: Guidance on the use of artificial intelligence tools pg.53
  - 6.2 The IB and AI tools pg.53
- Diploma Programme: From Principles into Practice, “Developing a School Academic Honesty Policy” section, (For use from August 2015)
- Diploma Programme Assessment Procedures, “A5 Academic Honesty” section, 2017
- Academic Honesty in the Diploma Programme booklet
- Academic Honesty – Diploma Programme, 2016
- “Are you Completing your IB Assignments Honestly?”, IB Diploma Programme, 2012.
- “Effective Citing and Referencing”, IB Diploma Programme, 2014.
- IB General Regulations: Diploma Programme (students commencing DP in September 2016).

### *Parkdale CI Documents:*

- School Connects App
- Parkdale CI School Website
- Staff Handbook
- Student Handbook
- Course Outlines & Evaluation Policies

### *TDSB Documents:*

- Academic Honesty, Operational Procedure PR.613, 2011
- Procedure PR590 - Plagiarism Detection Service, 2008

### *Ontario Ministry Documents:*

- Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, First Edition, 2010
- Supporting your Child’s Learning through Assessment, Evaluation and Reporting