Academic Integrity Policy

The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. (IBO)

In our quest to become principled and reflective learners, we must commit to academic integrity in all that we do, both as individuals and in group settings. Academic integrity is a guiding principle in education and is a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work (IBO Academic Integrity). Such integrity needs to be taught and supported throughout a child's education. The technical skills (citations, etc.) are essential, but the understanding of the concepts and values behind them comes first. A safe and encouraging learning environment in which students can explore ideas and make visible the development of their own thinking will support academically honest behaviors and help to instill the values and principles that lie behind such behaviors. The attributes of the learner profile are important in nurturing such an environment.

Key terms:

Academic integrity
Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work.

Student academic misconduct
The International Baccalaureate Organization defines student academic misconduct as deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage with regard to assessments.

Behavior that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of assessments.

Balance of probabilities approach
Balance of probability means that the decision maker(s) with appropriate subject matter expertise is/are satisfied an event or account is more likely than not to have occurred. It is used when deciding on a penalty for an alleged case of student academic misconduct where evidence beyond a reasonable doubt is not available.

Conflict of interest
This occurs where an individual's ability to exercise judgment or act in one role is, or could be, impaired or otherwise influenced by his or her involvement in another role or relationship. This conflict can occur with or without benefit or gain.

Examples of Academic Dishonesty

Plagiarism: Plagiarism is the submission (representation) of someone else's work as the student's own This can include written work, thoughts, visuals, graphics, music and ideas. It occurs when one fails to acknowledge the sources which are used or upon which the work is based.

Collusion: Collusion is copying someone's work or allowing someone else to copy one's own. There is a difference between collaboration and collusion. There are times when collaboration is encouraged; however, all projects must show evidence of each individual's authentic authorship, and students must present their own work in their own voice.

Digital Dishonesty: Digital dishonesty refers to the use of digital platforms in place of a student's own brain. For example, students solving algebraic equations by typing them directly into a digital solution site are not solving the algebraic problems. In contrast, use of a calculator is often acceptable as it is used to support a student's own analysis and problem solving procedures.

Artificial Intelligence and Large Language Models
We join with our IB partners at Saint Edward High School in our commitment to approach new technology with an open mind.

Exposure and critical thinking
Students will explore Large Language Models and analyze their efficacy, limitations and potential for bias. Use of large language models may, at the discretion of the instructor, be used during formative teaching experiences; however, use of large language models will not be allowed on any summative assessments.

Principled transparency
In accordance with this Academic Integrity Policy, students will cite all use of Large Language and Artificial Intelligence Models in all instances. Summative essays will be submitted to turnitin.com which will analyze originality.

Other Examples of Academic Dishonesty: Taking unauthorized material into an exam; copying the work of another student or allowing someone to copy one's work; completing another student's online assignment; exchanging information about an exam; failing to document all sources used for information; creating false data for an assignment.

Fair Use: With a plethora of content available online, teachers and students must frequently review the laws that govern Fair Use. Through the leadership of the LCA Design teacher, students learn, review, and apply Fair Use policies in projects throughout their time at LCA. A legal summary as well as examples of discernment around Fair Use at LCA can be reviewed here:
[Fair Use in Theory and Practice](#)

Responsibilities of Lakewood Catholic Academy
Lakewood Catholic Academy will foster an atmosphere of integrity and respect. Academic integrity practices will be explicitly taught and reviewed in all Middle Years classes. Fair use and citation policies will be taught in depth in the Design curriculum and the Language and Literature curriculum.

Responsibilities of each teacher
- Lead discussions about academic integrity.
- Define and give examples of plagiarism, collusion and other forms of dishonesty.
- Model academic integrity.
- Instruct and promote strong research and citation skills.
- Encourage students to develop their own voice and to communicate their own ideas.
- Encourage students to strive for growth, rather than perfection, in their academic endeavors.

Responsibilities of each student
- Implement the use of citations and bibliographies as soon as they are introduced.
- Take ownership of one's work - do not cheat and do not help others cheat.
- Attend office hours in order to receive assistance with integrity when needed.
- Develop one's own voice and style - have the courage to present one's own work.
- Acknowledge help from parents, teachers, students, or others.
- Seek clarity about each teacher's guidelines for collaborative work.
- Ask for help when unsure how to follow the guidelines of academic integrity.

Responsibilities of parents/guardians
- Support Lakewood Catholic Academy's Academic Integrity Policy and monitor digital at home learning regularly.
- Encourage children to strive for growth, rather than perfection, in their academic endeavors.

Citation

At Lakewood Catholic Academy, the Modern Language Association (MLA) method is taught and used. The website https://owl.purdue.edu/ outlines MLA format. A reference sheet will be provided to all students and teachers.

Consequences

Violations of the academic integrity policy may result in disciplinary action, including but not limited to: the loss of a student's privileges to use the school's digital resources; requirement to complete an alternate assignment; no credit for the assignment; a disciplinary meeting with parents; or further action. Consequences of academic dishonesty will be dependent upon the severity of the situation and the grade level and academic history of the individual.

Bibliography

MYP: From Principles into Practice. Cardiff, Wales: International Baccalaureate Organization, 2022.

Academic Integrity. Cardiff, Wales: International Baccalaureate Organization, 2019.

Program Standards and Practices. Cardiff, Wales: International Baccalaureate Organization, 2020.

Large Language Model Policy, Saint Edward High School, 2023.

Link

LCA Works Cited Guidelines