



***Princess Margaret  
Secondary School***  
ACADEMIC INTEGRITY POLICY

PENTICTON, BC

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## Princess Margaret Secondary School ACADEMIC INTEGRITY POLICY

Princess Margaret Secondary School believes that academic integrity is essential for genuine learning success. This principle means that any submission for assessment (inclusive of all subjects) must be the work of the individual student, and appropriately referenced.

Accountability, Integrity, and Respect are highly valued traits of all students and staff. As an authorized IB-MYP school, we encourage our students to aspire to the IB-MYP Learner Profiles, in particular “Principled.” IB principled learners “act with integrity and honesty” (IB Learner Profile). Being principled is a necessary component of all academic pursuits.

### **Achieving Academic Integrity**

#### *Approaches to Learning (ATL)*

Students will learn the skills to achieve academic integrity by participating in numerous presentations given by the Teacher Librarian and the classroom teacher.

Plagiarism Help Guide presentations to students

- These presentations clearly explain the importance of academic integrity, clarify the definition of plagiarism, and provide examples of plagiarism and how to avoid plagiarism – including citing sources.

Citation Help Guide presentations to students

- These presentations explain how to properly cite sources (both in-text citations and creating a works cited/reference list using either APA or MLA.
- These presentations also identify online resources to help with citation format.

Research Help Guide presentations to students

- These presentations explain how to access reliable resources on our online databases and computerized library catalogue.
- These presentations also identify criteria to critically evaluate a website and determine whether it is a credible source (“CRAAP” method used for evaluation – currency, relevance, authority, accuracy, purpose).

### **Understanding Citation**

#### **Reasons Why Citing Sources Is Necessary**

- To avoid plagiarism
- To give credit to original author
- To demonstrate that proper research was done
- To help the reader understand what has influenced the thinking or position
- To add credibility to the paper
- To allow the reader quick access to the resources used

**Examples of *what to cite*:**

- Direct quotes
- Paraphrasing
- Images
- Graphs, tables, maps
- Broadcasts
- Videos

At Princess Margaret, we use both APA (American Psychological Association) and MLA (Modern Language Association) citation styles. For example, students in Language and Literature will be expected to use MLA whereas students in Science and in Individuals and Societies will be expected to use APA. Classroom teachers will inform their students of the citation style that is acceptable for their course.

**Conventions of Citing and Acknowledging Original Authorship**

APA 7 Citation Help Guide: [PMSS APA 7 Citation Quick Guide](#)

MLA 9 Citation Help Guide: [PMSS MLA 9 Citation Quick Guide](#)

**Two Components of Citation****1. In-text citation – in the body of the paper**

- Use in-text citation when using a direct quote and when paraphrasing
- In-text citations are placed after the quote or paraphrase in brackets ( )
- When in-text citations are used that source must be included in the reference list

**Comparisons between APA 7 and MLA 9 for In-text Citation**

APA 7 – (author, date) *Add page number with a direct quote	MLA 9 – (author page number) *No comma in between
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**2. References (APA) or Works Cited (MLA) - at the end of the paper on its own separate page**

- Title centred on the top of the page
- It is a list of all the sources that were referenced in the body of the paper
- Create each reference entry accordingly (refer to the PMSS citation guides linked above)
- List in alphabetical order with hanging indentation and doubled space

**Other Sources for Citation Help**

[Princess Margaret's Library Learning Commons Website](#)

[Citation Machine](#) or [EasyBib](#)

[Purdue University Online Writing Lab](#)

## Understanding Academic Misconduct

The IB defines academic misconduct as “behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component” (IB MYP: From principles to practice, 2014, p. 94). Princess Margaret views academic misconduct as a serious offence and a breach of the school’s Code of Conduct.

## Understanding the Concepts

**Cheating** - any behaviour that results in a student making a deliberate choice to gain an unfair advantage in an assessment situation. For example, bringing in notes to an exam or the submission of any unoriginal material obtained from any resources online or in print.

**Duplication of Work** – the presentation of the same work for different assessment components without the permission of both teachers. For example, submitting essays or assignments for more than one course for credit.

**Paraphrasing** – rewriting the author’s words into the student’s own words; paraphrasing is acceptable if the source is properly cited.

**Plagiarism** - the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. For example, the misuse of someone else’s ideas or work without acknowledging it is not the student’s own (no citation provided).

## Legitimate Collaboration and Unacceptable Collusion

**Collaboration – Legitimate Collaboration:** working with one or more students on a project or assignment when the teacher has permitted group work. Collaboration is permissible and legitimate when the teacher has given permission for the students to actively engage collaboratively to create or produce a product for the course. If a student is not sure about how much collaboration is allowed, he/she should ask the teacher. Otherwise, the student and his/her partner(s) may be at risk of unintentionally committing unacceptable collusion.

### **Collusion – Unacceptable Collusion:**

- i. a student allowing another student to copy his/her work
- ii. a student writing something for someone else to present as his/her work
- iii. a student submitting another student’s work as his/her own
- iv. a student and his/her partner submitting identical or nearly identical work and each claiming it is their own
- v. working with others and then submitting that work for individual assessment when the teacher did not give permission for students to collaborate

Examples of Academic Misconduct include, but are not limited to:

- I. Cheating of any sort, and in any form, including written, verbal, and digital means.
- II. Plagiarism of any sort, and in any form, including written, verbal, and digital means.
- III. Collusion - supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another student.
- IV. Duplication of work - the presentation of the same work for different assessment components.
- V. Any other behaviour that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious reflections).

Note: If a student is unclear about any type of assignment or assessment criteria that is given in class, he/she must check with the teacher before submitting the work for marking.

As per our academic policy, school officials may, at their discretion, implement the following consequences for any incident of academic misconduct:

1. The student may receive a mark of zero for the assessment in question and may receive an "N" (Needs Improvement) work habit for the term.
2. The teacher or administrator may phone the student's parent(s) and/or send an interim report to the parent(s) explaining the circumstances of the academic misconduct and the possible consequences.
3. Students enrolled in grade 12 may be deemed ineligible to receive any school scholarships.
4. If there are further incidents of academic misconduct, the student may face class and/or school suspension.

This policy will be reviewed every 2-3 years to make sure it is up to date and accurately reflects our needs at Princess Margaret Secondary School.

## References

International Baccalaureate Organization. (2014). *MYP: From principles into practice*.

Purdue Online Writing Lab. (n.d.). *American Psychological Association (APA) style guidelines overview*. Purdue Online Writing Lab.

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