**Academic Integrity Policy**

**Mission Statement**

Largo Middle School strives to inspire students to be internationally minded, critical thinking responsible global citizens who have a passion for lifelong learning and service.

**Philosophy**

At Largo Middle School, we believe that academic integrity is integral to learning and embodied in the IB Learner Profile. For example, students who have academic integrity must be principled in their actions and communicate authentically. Teaching students to be academically honest is an important life skill that will be utilized in college and future careers. Such practices will be introduced, modeled, and encouraged in each classroom and all areas on campus.

**Forms and Definitions of Academic Misconduct**

Below are definitions of some types of academic misconduct and examples. Academic misconduct at our school includes but is not limited to these actions.

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| **Academic Misconduct Definition** | **Examples** |
| **Plagiarism -** The representation of ideas or work of another person as the student’s own. | Copying work or ideas from another without providing proper credit such as citations |
| **Collusion -** Supporting misconduct of another student, as in allowing one’s own work to be copied or submitted for assessment by another. | Helping someone else cheat by providing them answers and/or sharing confidential assessment material |
| **Duplication -** The presentation of the same work for different assessment components and/or course requirements. | Turning in the same work for different assignments or classes. |
| **Cheating** – Using unauthorized materials during an assessment and/or unauthorized communication with others. | This includes the possession of unauthorized materials during an assessment or exam, communicating with another student without teacher permission or having unapproved student aides, using cheat notes, or stealing tests. |
| **Dishonest Reporting -** Creating or altering data or signatures; collecting information in an inappropriate manner. | The falsification of any records(i.e. grades, personal project, community service, fabricating research and or research data and/or sharing confidential login information. |
| **Improper Use of AI** -Utilizing AI systems such as Chat GPT in place of completing your own authentic work | Prompting an AI system to complete an assignment for you and turning in the response as your own work |

**Roles and Responsibility in Supporting Academic Integrity**

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| **Faculty**  **(teachers, counselors, media specialist, support staff, etc.)** | **Administration** | **Parents/Guardians** | **Students** |
| * Communicate the difference between collaboration and collusion. * Teach how to properly cite references. * Demonstrate and model academic integrity. * Minimize temptation for misconduct. | * Support academic integrity policy and investigate reports of misconduct * Ensure all stakeholders understand definitions, responsibilities and consequences * Make parent/student contact to reflect on incidents of misconduct | * Encourage students to act with academic integrity * Support any consequences that may be given due to academic misconduct * Emphasize the importance of academic integrity | * Produce authentic work * Confirm understanding of academic integrity * Know that by putting name on an assignment it certifies that it is your own work   and/ or cited appropriately.   * Ask for guidance when unsure |

**Consequences for Academic Misconduct**

According to the PCS Code of Student Conduct, teachers “shall also record a ‘zero’ for each act of cheating,” but other discipline could occur (including in-school suspension, parent shadowing, student work detail). (Pinellas County Code of Student Conduct, Feb 2023)

Consequences for academic dishonesty and misconduct may be determined on an individual basis, and may be left to the discretion of the classroom teacher and administration. Parent/Guardian will be contacted. In extreme cases of academic dishonesty school suspension or removal from the program may occur.

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| **Number of Instances of Misconduct** | **Consequences** |
| First offense | Warning, review the Academic Integrity Policy, contact home, alternative assignment, recomplete assignment, partial credit |
| Second Offense | Zero grade, IB Coordinator reviews Academic Integrity Policy with student, signature (minor referral), administrator is contacted |
| Third Offense | Administrator meets with student and family, referral |

**Student Declaration of Academic Integrity**

* I understand that it is the expectation of the International Baccalaureate Organization and Largo Middle School IB World School that all work presented and submitted is my own.
* I will actively participate in collaboration and refrain from the act of collusion.
* I will acknowledge any assistance given to me and/or any references used accurately and appropriately.
* I will be principled in my actions and act with academic integrity.
* I understand what constitutes as misconduct and will avoid any such acts.
* I know that I must report any acts of misconduct committed by others.
* I realize that I have a responsibility to maintain academic integrity in order to solidify and authenticate my educational experience and the grades that I receive for my work.
* I commit to allowing myself and my peers to benefit from the international education I am receiving at Largo Middle School IB World School.