

**THIS POLICY IS REVIEWED AND UPDATED ANNUALLY BY THE GOVERNING BOARD & EXECUTIVE TEAM.**

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**THIS POLICY IS REVIEWED ANNUALLY BY THE IB PROFESSIONAL LEARNING COMMUNITY (PLC) DURING PLC SCHEDULED TIME (SCHOOL YEAR CALENDAR as of 8/2023)**

## Academic Integrity Policy

Betty H. Fairfax High School expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, forgery, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. The Fairfax Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of the Fairfax Academic Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences. In addition, Teachers incorporate content specific practices to teach and inform students how to avoid violations of academic dishonesty in preparation for college and beyond.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as whose work being presented is clearly relayed.

- **Use of Artificial Intelligence (AI)** is the use of technology to submit any work that is not original or to the writer. Doing academic work requires that the work you turn in is your own. A paper written by AI is not considered your own original work and will be considered plagiarized.
- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.
- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
- **Forgery or stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students determined to have committed dishonesty will be notified by a letter from the IB Coordinator. The IB Coordinator will gather all relevant information and schedule a meeting with the IB Academic Review Committee comprised of IB Faculty. The committee will review all evidence and determine the consequence of the violation within two weeks. The committee convenes quarterly to review overall student academic performance and upon special request. Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties, as outlined below.

Range of Possible Consequences		
	First Offense	Second Offense
Copying class work or homework	Zero on assignment Parent notification	Suspension Student Academic Contract (i.e., probation)
Plagiarizing or cheating on an Exam or assignment	Counselor notification Teacher issued class detention Parent / student / teacher / counselor conference	Referral to administration

<b>Forgery or stealing</b>	Referral to Administration	Dismissal from extracurricular activities, elected or appointed student offices, athletics, and/or senior privileges*, referral to administration.
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