



**Franklin Middle School
IB World School
MYP Academic Honesty Policy**



I. Purpose

At Franklin Middle School, we believe that academic honesty is the heart of learning and central to the learner profile. "Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills." (IB Diploma Programme Academic Honesty, July 2011) The MYP fundamental concepts, holistic learning, intercultural awareness and communication, focus on the development of the whole student and teaching academic honesty is an important factor as we develop our students. The IB Learner Profile is infused and an integral part of all that we do and believe at Franklin Middle School. Following the guidance of the Learner Profile (listed below from IB) especially being principled, helps students realize the importance of academic honesty and the importance of honoring the work and intellectual properties of others.

Inquirers - We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable - We develop and use conceptual understanding, exploring and knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers - We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators - We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled - We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded - We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring - We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers - We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced - We understand the importance of balancing different aspects of our lives- intellectual, physical, and emotional- to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective - We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

II. Definitions (from IB DP Academic Honesty, July 2011)

a. **Paraphrasing**- The rewording of a text to give meaning.

b. **Plagiarism** – The representation, intentionally or unwittingly of the ideas, words or work of another person without proper, clear and explicit acknowledgement.

c. **Collaboration**- Working together on a common aim with shared information that is open and cooperative and does not allow for one's work to be copied for assessment purposes.

d. **Collusions** – Supporting malpractice by another candidate, as in allowing one's own work to be copied or submitted for assessment by another.

e. **Duplication of work** – The presentation of the same work for different assessment components and/or IB requirements.

f. **Intellectual Property**- Material that results from the original, creative thought on one's behalf.

g. **Academic Misconduct** – A behavior (whether deliberate or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage (or that disadvantages other students) in one or more assignment component.

h. Summarizing- A concise restating of a body of work.

III. International Baccalaureate: Middle Years Programme (MYP) Academic Honesty Guidelines

It is the role of the Head of School to:

- understand what constitutes academic honesty.
- understand what constitutes malpractice.
- understand the consequences of breaching the academic honesty policy.
- promote positive academic practices.
- hand out sanctions with teacher's and student's input.

It is the role of the teacher to:

- teach students the basic meanings related to academic honesty.
- educate students regarding intellectual property.
- educate students regarding the differences between collaboration and collusion.
- educate students in the various entities of plagiarism.
- instruct students in necessity and practice of acknowledging another's work, paraphrasing, summarizing, quoting and citation.
- be knowledgeable of and educate students regarding the uses of the Library Media Center.
- support and promote positive academic practice.

An academically honest student:

- exercises academic honesty in all aspects of their work.
- acknowledges the work of others, including material taken from other sources.
- observes the integrity of their own and other students' work.
- submits only his/her own work.
- gives credit to resources utilized via MLA format.
- knows what plagiarism, collusions, duplicating work and malpractice is.
- helps other students without just giving them the answer.
- strives to uphold academic honesty in all work .
- adheres to Green Bay Area Public Schools Middle School and High School Expectations

Parents/Guardians:

- encourage academic honesty for all work completed by students
- reference Franklin Library resources on our website:
<http://franklin.gbaps.org/cms/One.aspx?portalId=570807&pageId=688049>
- reference Franklin Newsletter for updates
- informed of academic honesty through the Green Bay Area Public Schools Middle School and High School Expectations Book

IV. Professional Learning on Academic Honesty

- All teachers will receive yearly training and review on the importance of academic honesty and citation.
- All new teachers to Franklin Middle School will receive additional professional learning on academic honesty.

V. Educating all students on Academic Honesty

All students will be educated on the academic honesty policy and appropriate use policy for our district through the Library Media Specialist. Education will include intellectual property, copyright laws, plagiarism, internet rules and policy, and all IB academic honesty policy expectations. The academic honesty policy will be taught at the start of the school year in all Individual and Societies classes and instructed by our Library Media Specialist. The policies and procedures will be reviewed and reinforced throughout the year by our Library Media Specialist, classroom teachers and Community Project Supervisors.

VI. Consequences of Academic Dishonesty

In the early years of the MYP, students will be educated on wrongful citations and be given the opportunity to receive feedback on proper citation prior to final submission. The focus will be on reteaching for all academic misconduct and emphasizing the importance of academic honesty. Students involved in repeated and serious academic dishonesty will not receive credit for the original task/assignment/work submitted.

Infractions of the Academic Honesty Policy will be handled on an individual basis including consultation with, but not limited to, the student, guardian(s), teacher, Head of School, IB Coordinator, School Counselor, and the IBO. Repeated academic misconduct will be noted in Infinite Campus for reporting and recording purposes.

VII. Review Committee

The Academic Honesty Policy committee, with the support of their departments, will continue to review, support, refine and build our Academic Honesty Policy once a year. We will review the policy every year to ensure we are meeting the needs of all our students and provide a report to the entire staff and parents yearly.

VIII. Green Bay Area School District: Cheating

Copying the work of others, and/or providing work and/or answers for others to copy and submitting it as one's own, or obtaining test information in other dishonest ways are forbidden. (Green Bay Area Public School District, Student Expectation Book)

Green Bay Area School District

Board Policy 771.1

USE OF COPYRIGHTED MATERIALS

I. PURPOSE

A. The Green Bay Area School District recognizes the value of varied instructional approaches, including the use of multimedia resources, for maintaining student interest in learning. Copyright laws protect the intellectual property rights of authors and other creators by making it illegal for anyone to duplicate copyrighted materials without permission. As a result, it is an expectation of the Green Bay Area Public School District that copyright laws will be observed in the District.

B. This Policy shall apply to any copyrighted materials that are duplicated, reproduced, distributed, performed, produced or displayed in connection with any District sponsored activity, on District property, or using District equipment or technology resources. In addition, it is the intent of the District that only appropriately licensed software, programs and applications shall be used with the District's technology resources or to otherwise conduct District programs or operations.

C. This Policy shall apply to all District employees, students and any other persons employed by or receiving compensation from the District.

II. IMPLEMENTATION

A. Compliance with Copyright Law.

1. Employees and students shall adhere to all provisions of applicable copyright laws and District policies and procedures. Employees and students who choose to use copyrighted materials are individually responsible for making a good faith determination as to whether the use falls within the Fair Use exemption.

2. As a general rule and absent any legal exception, employees and students of the District should assume that copyright restrictions apply.

3. Students and employees should actively seek guidance and direction from the District's Library Media Specialists or Legal Department or from an administrator in the event of any uncertainty regarding the appropriate and lawful use of copyrighted materials.

4. Where there is reason to believe that the material to be copied or reproduced falls under the copyright laws, prior permission shall be obtained.

B. General Prohibitions. The following are generally prohibited:

1. The use of District equipment for the purpose of violating copyright laws or District policies and procedures;

2. Copying copyrighted material to substitute for the purchase of that material;

3. Copyrighted material hosted on any District website or used as an attachment or link where permission has not been obtained from the creator or the material does not fall within the Fair Use guidelines; or

4. The distribution and/or transmission of a reading or performance of copyrighted works without permission from the copyright holder, except under the provisions of Fair Use.

III. NOTICE

A. The District shall notify all individuals covered under this Policy of the Policy's content and provide guidelines for use of copyrighted materials.

B. The District shall not be responsible for any copyright infringement or other costs incurred by the responsible individual.

LEGAL REF.: Section 943.70 Wisconsin Statutes
U.S. Copyright Act (17 U.S.C. § 101, et seq.)
Technology, Education and Copyright Harmonization Act of 2002 (TEACH Act)
Digital Millennium Copyright Act of 1998
CROSS REF.:
Employee Handbook
360, Instructional Resources and Services
361, Instructional Materials Selection
362, Library Media Centers
363, Utilization of Technology
363.1, Use of Technology in Education
363.2, Responsible, Acceptable, And Safe Use of Technology Resources
363.3-Rule, District Web Page Guidelines
522.7, Staff Use of Information Technology and Communication Resources
525, Staff Solicitations
672.4, Vendor Relations
771.2, Intellectual Property
850, Solicitations Involving the Schools
853, District Endorsements
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Green Bay Area School District Board Policy 771.1-Exhibit

GUIDELINES FOR USE OF COPYRIGHTED MATERIALS

Today's new technologies have made learning and information gathering more readily available than ever before and have made it easier to reproduce or copy material. The District believes a balance must be achieved to meet the needs of society to have access to information and for proper remuneration for it. The following guidance is being provided to District staff and students to support the observance of copyright laws.

1. What does "copyright" mean? Copyright provides protection under the laws of the United States to the authors or creators of an original work. Works can be literary, musical, artistic, dramatic, audiovisual, architectural, as well as other creative works, including computer programs and website content.¹ Copyright protection goes into effect at the start of the creation of the work. As a result, for copyright protection to apply it does not matter if the work is published or unpublished, whether or not the work includes a copyright notice, or whether the work is distributed in a printed, physical or digital format. Copyright gives creators the exclusive right to control how the work is reproduced, distributed, performed, displayed or transmitted.²

New technologies are constantly making information more readily available and easy to gather. Educators and students have access to a wide variety of resources including print, images, websites, sound media and moving-image media. In addition, our educational environment provides ample opportunities for the creation of multimedia presentations by both staff and students. For this reason, it is important that staff understand and abide by the copyright laws in order that the District provides the highest-quality resources to its students while respecting the rights of copyright holders. In addition, educators have the responsibility to lead by example and should assist students in learning and applying best practices with respect to the use of copyrighted materials.

It is the District's policy that all District employees and students shall adhere to all provisions of applicable copyright laws and District policies and procedures. Employees and students who choose to use copyrighted materials are individually responsible for making a good faith determination as to whether the use falls within the Fair Use exception.

2. What Resources Can I Use in my Classroom?

District staff may use any of the following resources:

- a. Materials that have been purchased by, licensed to or created for the District.
- b. Materials created by District staff, purchased by District staff or where the District staff member has obtained permission from the holder of the copyright for use in their classroom.
- c. Materials that are available for use as a result of a Creative Commons license or similar notice of permission.
- d. Materials that are available in the Public Domain.
- e. Materials that are available on the Open Web that carry an "implied license" that would extend to classroom use.
- f. Materials that fall under the Fair Use exception in the Copyright Law.

3. What Do Some of the Terms Used in the Application of Copyright Law Mean?

- a. Materials Purchased By, Licensed To or Created For the District: The following are resources for accessing materials that have been purchased or legally obtained by the District for use in the classroom:
- i. Library Media Centers - each school's library media center has books and other materials available. You can check with your Library Media Specialist, Technology Integrator or principal to find out the various available resources.
 - ii. District Resources and Web Tools - access the approved resources at:
https://docs.google.com/document/d/1Aop-q8HBEAMxed-QHz_75ikvzBkmD3KvRFNya68q9Q/edit?usp=sharing.
- b. Obtain Permission: If you plan to use a resource that requires you to obtain permission prior to its use, permission for its use should be obtained from the holder of the copyright. Obtaining permission involves identifying the owner of the copyright, identifying what rights you are requesting, contacting the owner and negotiating for the permission to use the material and receiving any permission from the copyright owner in writing.
- c. Creative Commons License: Creative Commons is one of several public copyright licenses that explicitly tells users (including educators and students) what they are allowed to do with the work. Often times, the use of such works simply requires attribution and that any resulting work be made available via a similar Creative Commons license. One method of determining if the work has a Creative Commons license is using the following search engine:
<http://search.creativecommons.org/>
- d. Public Domain: Public Domain means resources that are not protected by the copyright laws as a result of the expiration of the copyright due to age or resources that never had copyright protection. This includes works created by the government, works created prior to the advent of the copyright laws or material that has been made public by the copyright holder. Search engines (examples:
http://www.readwritethink.org/files/resources/lesson_images/lesson1085/PDS_ources.html and
<http://copyright.cornell.edu/resources/publicdomain.cfm>) are available for use as a starting point to determine if the resource is in the public domain. However, you should always check the resource for a copyright notice prior to its use.
- e. Open Web: Web-based material, including web pages, are protected under the copyright laws, whether or not the web-based resource is specifically labeled as copyrighted. In some instances, the web-based material may carry an implied license, which would allow the sharing, copying or printing of said information. If the implied license applies to a resource, attribution should always be given to the original creator. Educators should be cautioned, however, when making a determination as to whether the resource has an implied license. If there is reason to believe the resource may be protected by the copyright laws or that the resource has been pirated, the resource should not be used without first obtaining permission. Staff may wish to check with their Technology Integrator or Library Media Specialist for assistance prior to using materials on the open web.
- f. Fair Use Exception: Fair Use is a provision of the copyright law that places limits on the exclusive rights of copyright holders and allows copyrighted materials to be used and reproduced for purposes including, among other reasons, teaching. The four factors to be considered in determining whether copyrighted work falls under the Fair Use provision are:
- i. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes, such as teaching scholarship, research, news reporting, criticism or comment;
 - ii. The nature of the copyrighted work;
 - iii. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
 - iv. The effect of the use upon the potential market or value of the copyrighted work.
- Prior to using a copyrighted resource in the classroom without a license or obtaining prior permission, these four factors should be applied to the specific intended use of the resource. The criteria will differ for each possible usage. Copyright law does provide some protection for educators who have made a good faith judgment of fair use. It is important, therefore, that teachers critically examine the above criteria and keep documentation on their good faith determination of reliance on the fair use exception prior to using a copyrighted resource.

4. How Do the Copyright Laws Apply to Information Technology?

Computer operating systems, software and cloud computing services are copyright protected and are governed by individual software license agreements that define the conditions of use and restrict the number of copies that may be retained and/or used at a given time. The use of cloud computing services and software on individual devices or servers must be in compliance with the license agreements. Fair Use shall not preempt or supersede licenses and contractual obligations.

The person assigned to the device is responsible to make certain that no unauthorized software is loaded on the device and only authorized cloud computing services are used.

5. How Do the Copyright Laws Apply to Multimedia and Print Materials?

Fair Use guidelines apply to student or teacher created multimedia projects and any accompanying print materials that incorporate copyrighted work. Fair Use ends when the multimedia project creator releases the product for broader dissemination, such as placing the project on the Internet for general use.

If broader dissemination occurs, permission must be obtained for all copyrighted portions of the project and the opening screen of the project must include a notice that certain materials included in the project were included under the Fair Use exemption of the U.S. Copyright Law and are restricted from further use.

Under certain conditions, school libraries may reproduce copyrighted works. Photocopies made for library use are not to be used for any purpose other than private study, scholarship or research. In addition, the use of certain copyrighted materials in distance education courses is permitted according to the Technology, Education and Copyright Harmonization (TEACH) Act.

6. How Do the Copyright Laws Apply to Performances and/or Displays?

How a performance or display can be used during a mediated instructional activity is defined in copyright laws. The use must include the following as well as other factors:

- a. The performance/display is made by, at the direction of or under the actual supervision of an instructor;
- b. The performance/display is directly related and of material assistance to the curriculum; and
- c. The performance/display is limited to the students and staff of the education institution.

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Works Cited Granite School District. "Guidelines for School Use of Copyrighted Materials." Salt Lake City, Utah, Sept. 28, 2012. <http://www.graniteschools.org/edtech/wpcontent/uploads/sites/26/2014/07/Guidelines-for-School-Use-of-CopyrightedMaterials.pdf> (Last accessed Jan. 10, 2017).

Andrew Sparkler and Susan Poliniak, The National Association for Music Education. "Licensing and Other Copyright Questions." Reston, Virginia, August, 2010.

<http://www.nafme.org/my-classroom/copyright/licensing-and-other-copyright-questions/> (This article originally appeared in the August 2010 issue of Teaching Music magazine) (Last accessed Jan. 10, 2017).

17 U.S.C. § 101, et. seq., available at <https://www.copyright.gov/title17/92chap1.html>.

Green Bay Area School District Board Policy 771.2

INTELLECTUAL PROPERTY

I. PURPOSE

A. The Green Bay Area Public School District encourages its staff and students to develop materials, works, presentations and other Intellectual Property which will not only benefit the students of the District, but may benefit others as well. The District endeavors to provide an environment that inspires creativity and innovation and this Policy shall provide clarity as to ownership and proper use of Intellectual Property.

B. This Policy shall apply to all District staff, students, any other persons employed by or receiving compensation from the District and to third parties when included in the contractual agreement between the parties.

C. This Policy shall apply to currently existing Intellectual Property and to all Intellectual Property disclosed to the District after the effective date of the Policy.

II. DEFINITIONS

A. Byproduct. Byproduct means a new, original product that includes aspects of pre-existing Intellectual Property.

Examples of Byproducts can include, but are not limited to, musical arrangements, motion pictures, art reproductions, sound recordings, translations and dramatizations or fictionalizations (e.g., a movie based on a play).

B. Creator. Creator means the individual or group of individuals who invented, authored, or were otherwise responsible for the creation of the Intellectual Property.

C. Intellectual Property. Intellectual Property means any invention, discovery, improvement, copyrightable work, computer program, trademark, service mark, logo, slogan, trade secret and licensable know-how and related rights. Intellectual Property also specifically includes individual or multimedia works of art or music, records of confidential information generated or maintained by the District, spreadsheets, formatted fields in records or forms within files, websites, URLs, databases, graphics, digital images, video and audio recordings, live video or audio broadcasts, performances, two- or three- dimensional works of art, musical compositions, executions of processes, film, film strips, slides, charts, transparencies, other visual/aural aids or CD-ROMs.

D. Employee. Employee means a person employed or otherwise compensated by the District, including staff members and employed students.

E. Publish or Publication. Publish or Publication means the physical distribution of copies of a work to members of the public by sale or other transfer of ownership, or by rental, lease or lending without restriction on its use. A public performance or display of a work will not of itself constitute a Publication.

III. OWNERSHIP

A. As a general rule and absent an agreement to the contrary, the District shall be the sole owner of all Intellectual Property created, directly or indirectly, through the use of District funds, resources or facilities, developed within the scope of employment by Employees, agreed to as a result of a written contractual agreement, or assigned in writing to the District. In the event any Intellectual Property has commercial possibilities, the Superintendent of Schools and Learning or his or her designee is authorized to secure copyrights, patents, etc., which will ensure the ownership of the Intellectual Property by the District.

B. Intellectual Property developed by an Employee outside of the scope of his/her employment with the District, without any compensation by the District, and prepared without the use of District funds, data, facilities and/or equipment (or is not a Byproduct of or otherwise uses pre-existing District-owned Intellectual Property) shall remain the Intellectual Property of the Creator unless the Creator assigns the Intellectual Property rights to the District in writing.

C. In most cases, Intellectual Property created by a student solely for the purpose of satisfying course requirements shall remain the Intellectual Property of the student, unless the student assigns ownership rights in the Intellectual Property to the District in writing or assignment of the ownership rights to the District is made a condition for participation in a course.

D. In order to facilitate joint work on teaching materials and support collaborative teaching, and notwithstanding the ownership rights otherwise granted by this Policy, Employees who contribute teaching materials used in jointly developed and taught District courses grant a nonexclusive, nontransferable license to the District to permit other contributors to the course to continue using those jointly produced teaching materials in District courses.

E. Nothing in this Policy shall be construed as affecting the rights of a Creator to Publish. However, the Creator must agree to delay Publication or external dissemination at the District's request to permit the District to secure protections for Intellectual Property disclosed to it by the Creator.

IV. IMPLEMENTATION

A. Employees and students shall adhere to all provisions of applicable local, state, federal and international laws and District policies and procedures with respect to the creation, use or retention of Intellectual Property.

B. Employees shall have the responsibility to promptly disclose, in writing, to the District's Legal Counsel any Intellectual Property that is or would be owned by the District pursuant to this Policy.

1. Employees shall be expected to cooperate with the District in securing and protecting the District's Intellectual Property, including cooperating in assigning title to any Intellectual Property to the District; obtaining patent, trademark, service mark, copyright or other suitable protection for the Intellectual Property; and in any legal action taken in response to infringement.

2. Intellectual Property rights may be lost if, for example, there is a nonconfidential public disclosure prior to filing a patent application. Accordingly, Employees whose District employment has led to a potentially patentable or copyrightable discovery should maintain appropriate confidentiality in public communications until Intellectual Property rights are secured.

C. Intellectual Property produced by an Employee that is not owned by the District shall not be sold by an Employee to students, parents of students, or other Employees of the District while on the District's property or using the District's property or equipment without the express written permission of the District.

D. No Intellectual Property created by an Employee that is owned by the District may be sold, published or distributed by an Employee or former Employee of the District without the District's express written permission. An Employee who is an author of a book(s) or material(s) may not receive royalties on such item(s) sold for use in the school system during the Employee's active employment with the District without the express written permission of the District.

E. Employees shall be responsible for complying with any applicable Intellectual Property laws and District policies and procedures prior to distributing or sharing any item included in the definition of Intellectual Property of this Policy that is District-owned or District-created. In addition, Employees shall be responsible for securing the approval of Creator prior to distributing or sharing any such item.

F. If the District receives income from Intellectual Property disclosed to and licensed by or otherwise transferred to the District, it may, at the sole discretion of the District, determine to share some portion of the income received with the Creator.

V. NOTICE AND SANCTIONS The District shall notify all individuals covered under this Policy of the Policy's content and provisions.

LEGAL REF.: Federal Copyright Act (17 U.S.C., et seq.)

CROSS-REF.:

Employee Handbook

363.2, Responsible, Acceptable, And Safe Use of Technology Resources

525, Staff Solicitations

672.4 Vendor Relations

771.1, Use of Copyrighted Materials

850, Solicitations Involving the Schools

853, District Endorsements

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