

PHILOSOPHY

As a PYP school, we expect students to exhibit the attributes of IB Learner Profile and the attitudes embedded within the Profile Words. This includes being principled, showing integrity, and being academically honest. We believe that our entire staff has the responsibility to teach students about academic honesty in developmentally appropriate ways. As our students enter middle school, high school, and the workplace, they need to understand the value of creating original work and giving credit to others who have contributed to their work. We recognize that young children learn to write by copying letters and words from their environment. In our view, this is a natural part of the learning process. When PYP students reuse the work of others without giving credit to the source, we see this as a teachable moment.

PRACTICES

General Classroom:

Throughout the PYP, students have opportunities to practice research skills in the context of their units of inquiry. In the classroom, students have access to a variety of media. Teachers encourage students to take proper notes from multiple sources, put information into their own words, and cite their sources. In grades K-2, students document the type of media they accessed to find their information. In grades 3-5, students provide a list of resources to give credit to sources that they referenced to complete their work.

MEDIA CENTER

During library lessons in the Media Center, all students are taught lessons about intellectual property, copyright, and plagiarism in developmentally appropriate ways. All students are taught that when they use someone else's ideas, they must cite their source. Students in grades 3-5 will learn how to write a bibliography and to create one using online platforms.

CORRECTIVE ACTION

The corrective actions for plagiarism are at the discretion of the teachers and school principal. Corrective actions will be appropriate for the situation and age of the child.

SHARING THE POLICY

This policy will be available to staff on our Clubview Share Drive in the Policies folder. This policy will be posted on our school website and shared with parents at the Governing Board meeting. As the students are the most important stakeholders, the policy will be shared with them during class time and in their library time.

FURTHER REVIEWS

This policy will be reviewed annually. The policy will also be amended if there are major changes within our school.

CONTRIBUTORS

The policy was drafted and reviewed by the PYP coordinator and the Library Media Specialist. The entire staff read the policy and made revisions. It was approved by all.