



Dorothy C. York Innovation Academy

Academic Integrity Policy

Mission Statement: At Dorothy C. York Innovation Academy, we will navigate global waters by providing rigorous instruction that engages students to reach their highest potential as knowledgeable, caring, and collaborative thinkers.

Vision: Admirals will emerge as principled and innovative life-long learners who will create a culturally compassionate world.

Philosophy

Academic Integrity is an expectation of the students, parents, and faculty at York, in partnership with the Hillsborough County Public Schools (HCPS) and International Baccalaureate (IB) Program. The students at York strive to exemplify the Learner Profile attribute of being principled, by acting with integrity and honesty. Students are also encouraged to consider the world and one's own ideas as they reflect on learning. As principled individuals, each student and faculty member take responsibility for actions and their consequences. It is imperative that students take ownership for their learning and therefore do not plagiarize, take credit for another's work, complete another student's work on their behalf, or utilize AI program supports without teacher and parent permission and without referencing the source of the content (policies vary by grade level). As students complete research projects, presentations, and written responses, they must give proper credit to sources and authors, to also include paraphrased or visual/audio content.

Rationale

"International Baccalaureate (IB) programmes encourage students to inquire, take action and critically reflect on what they learn and how it affects their attitudes and behavior. They should be able to make their thoughts and their learning explicit, show how they have developed their ideas, demonstrate the views they have followed or rejected. This is essentially what academic honesty is about — making knowledge, understanding, and thinking transparent." *Academic Honesty in an IB Educational Context, 2014, P. 1*

"Academic honesty connects with the IB learner profile, which is the IB's mission translated into a group of learning outcomes for today's students, and links to students' developing competencies in self-management, research, and communication. It is common practice in all aspects of life to be inspired by, or to adapt, ideas or work of others. It is acceptable to build on the work of others and still produce authentic work. However, in an age flooded with shared information and shared opinions, younger learners can find the concept of intellectual property difficult to understand. The key is to guide them in

building an understanding that using other people's work is acceptable, but honesty requires them to explicitly give credit to the original author. A student surrounded by a nurturing learning environment will be conscientious and become a lifelong learner acting with integrity in all aspects of life."

Academic Honesty in the Middle Years Programme Brochure <https://resources.ibo.org>

Definition of Academic Integrity

"Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work."

Academic Integrity Policy, 2023, P. 3

Terminology of Academic Integrity

Academic misconduct – acts or behaviors that: a) misrepresent ownership of work or b) give an unfair advantage to one student or effect the results of another student

Authentic authorship – a student's piece of work that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged

Cheating – to act dishonestly or unfairly to gain advantage, especially in a game, contest, or examination

Collusion – supporting misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another

Integrity – the quality of being honest and having strong moral principles

Intellectual property – creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce

Plagiarism – representation of ideas or work that is not one's own

Other violations of Academic Integrity may include forging a signature, tampering with computer records, falsifying data for a project.

Expectations

At Dorothy C. York Innovation Academy, it is expected that students adhere to school, district, and IB policies to produce original work and give credit where it is due. It is the expectation that teachers provide an environment that is safe to ask questions when protocols/procedures are unclear, and that parents/guardians support students as they learn and grow both academically and in character to become leaders in our community and world.

We recognize the following teacher responsibilities:

- Provide instruction in research protocols and citation of sources (teacher training support/resources provided by the Media Specialist.)
- Provide instruction in summarizing and paraphrasing information.
- Verify authenticity of student work through student conferences and online resources.
- Provide clear and accurate instructions.
- Review the Academic Integrity Policy with students and families.

- Utilize the Learner Profile and Approaches to Learning to support students in understanding academic integrity.
- Clarify expectations for group work.
- Participate in Professional Learning Community (PLC) meetings led by subject area leaders to examine student work to ensure authenticity and clarify understandings.
- If academic misconduct is in question, the teacher will consult the subject area leader and Professional Learning Community group for reviewing and reporting purposes.

We recognize the following student responsibilities:

- Students should take responsibility for their own work.
- Students should produce original, individual work.
- Students do not copy the work of others or share work with others in any way, unless expressly given permission to collaborate.
- Through accountable talk and academic citation conventions, students will give credit to other people when working in a group.
- Students cite sources according to age-appropriate formats agreed upon by grade level teachers.
- Students use information technology and library resources responsibly and with permission.

We recognize the following family responsibilities:

- Parents/Guardians will stay informed of the school and district expectations on student conduct.
- Parents/Guardians will not participate in academic misconduct by producing work for their students but will support the production of original student work.
- Parents/Guardians will take advantage of the expertise and resources of the school media specialist when questions arise about plagiarism, copyright, other ethical issues, and academic practice for citing sources.
- Parents/Guardians will exhibit interest in their student's educational experiences and assignments.

We recognize the following administrative responsibilities:

- Investigate claims of academic misconduct in a timely and impartial fashion
- Enforce consequences for academic misconduct as found in the 2023-2024 Hillsborough County Public Schools Code of Conduct Handbook

Scenario Examples of Academic Integrity Misconduct

- Student uses text, graphs, illustrations, or data in an assignment without acknowledging the source.
- Student paraphrases text from a source without acknowledging the source.
- Student copies the verbal or written ideas of another student.
- Student allows another student to copy all or part of their work and submit it as their own.
- Student uses aids such as a cell phone, smart watch, calculator, or website resource when those resources have been restricted per teacher directions.

- Student discusses assessment questions with other students.
- Student tampers with assigned grades (accessing teacher gradebook, falsifying teacher records.)
- Student tampers with another student's work submission.
- Student enters questions into an AI program, then copies the answer or paraphrases to submit it as their own original thought.
- Student enters essay prompt and texts into an AI essay writing program in violation of grade level policies, or without teacher and parent permission. Student submits AI-generated essay and claims it as their own.

HCPS Grade Level AI Use Parameters

Pre-Kindergarten through Seventh Grade

- Students below the 8th grade are prohibited from accessing GenAI tools on school devices or networks, with the exception of district approved educational tools that incorporate AI technology. Although teachers may choose to utilize GenAI tools in the classroom for instruction or demonstration purposes, *students below the 8th grade shall have no direct, unsupervised access to the technology on HCPS networks or devices.*

Eighth Grade

- Students in 8th grade and above may access GenAI tools for approved educational purposes under the following conditions:
 - **Parental Consent:** Parents or guardians must provide written consent allowing their child to access GenAI tools for educational purposes.
 - **Teacher Permission:** Students must receive prior approval from their teacher outlining the permitted educational task(s) for the use of GenAI.
 - **Responsible and Ethical Use:** Students must use GenAI responsibly at all times, adhering to all district digital citizenship usage policies and the Academic Integrity Expectations within the HCPS Student Code of Conduct.

Consequences

School-wide consequences for misconduct, dishonesty or malpractice may include but are not limited to:

- Conference with student to clarify policies
- Phone call to family
- Resubmission of original work (grading of resubmitted work at teacher's discretion)
- Discipline referral or minor incident documentation depending on severity of the misconduct
- Loss of privileges
- Reduction in conduct and/or academic grade
- In-School or Out-of-School Suspension

**Consequences are determined based upon specific situation and student age/grade level as York serves Kindergarten through Grade 8 students.*

Resources to support MYP students and families in proper citation*

Purdue Online Writing Lab: <https://www.owl.purdue.edu.org>

EasyBib Writing Center www.easybib.com

York Innovation Academy Media Center Page: <https://www.hillsboroughschools.org/o/york>

*PYP students will refer to age-appropriate supports shared by classroom teachers

Credits

- *Hillsborough County Public Schools Artificial Intelligence Implementation Guide*, June 2025 Version 1.0 [HCPS Artificial Intelligence Implementation Guide June 2025 Version 1.0](#)
- *Academic Integrity Policy*, Greco Middle Magnet School, Hillsborough County Public Schools
- *Academic Integrity Policy*, Williams Middle Magnet School, Hillsborough County Public Schools
- *Academic Integrity Policy*, Lincoln Elementary Magnet School, Hillsborough County Public Schools
- *Academic Integrity Policy*, 2023. International Baccalaureate Organization
- *Academic Honesty in the Middle Years Programme Brochure*. International Baccalaureate Organization <https://resources.ibo.org>
- *Academic Honesty in an IB Educational Context*, 2014. International Baccalaureate Organization

Policy Review

This policy will be reviewed yearly by the IB coordinator, media specialist, administration, and staff, allowing for stakeholder input. The coordinator will adjust the policy as needed, insuring compliance with the IB and HCPS policies. 2025-2026 8th Grade students also participated in reviewing the policy and reflected to create posters for the campus to remind students to maintain academic integrity throughout all classes.

Authorship Date: 7/19/2023

Policy Review: 9/8/2025