



ACADEMIC HONESTY POLICY

FOR STUDENTS IN GRADE 6-12

Academic Honesty Policy for Students in Grades 6-12

AISC maintains strict standards on cheating and plagiarism for the well-being of our students. Part of the preparation for life is the knowledge and understanding of academic rules concerning these offenses that apply in colleges and universities and most organizations. Students must be certain to submit original work for assignments and may not copy from sources for assignments and projects. Quotes and paraphrased passages must be cited as to author and source.

AISC is responsible for teaching *The Academic Honesty Policy* to Grade 6-12 students each year. Parents and students are responsible for reading, understanding, abiding by and supporting the school in implementing this policy. An Academic Honesty Contract will be signed by all students in grades 6-12.

Please note: IB Students not returning the signed Academic Honesty contract will not be allowed to sit for their exams and as a result, will receive a 0 grade.

AISC MISSION STATEMENT/IB LEARNER PROFILE

The AISC Mission Statement outlines several learner outcomes that are important to our school community and consistent with the implementation of our academic honesty policy:

INTEGRITY – the school wishes to inspire students to value integrity

EXCELLENCE – the school wishes to inspire students towards excellence

RESPONSIBILITY – the school wishes to create socially responsible world citizens

“The IB learner profile is the IB mission statement translated into a set of learning outcomes for the 21st century. The attributes of the profile express the values inherent to the IB continuum of international education: these are values that should infuse all elements of [the educational programs], the culture and ethos of all IB Schools. The learner profile provides a long-term vision of education. It is a set of ideals that can inspire, motivate and focus the work of schools and teachers, uniting them in a common purpose.” *Taken from the IB Learner Profile booklet © International Baccalaureate*

Two of the learner attributes are as follows:

PRINCIPLED: They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. Students take responsibility for their own actions and the consequences that accompany them.

REFLECTIVE: They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development. *Taken from the IB Learner Profile booklet © International Baccalaureate*

In support of this mission as an IB School, AISC seeks to promote honest and ethical practices in all areas of the school starting from Grades 6-12. Accordingly, the following is a policy adapted from *IB Academic Honesty* (© International Baccalaureate), which was adopted at AISC Fall 2010.

WHAT IS ACADEMIC HONESTY?

Academic honesty is simply, that your ideas are your own. It includes:

1. Acknowledging other peoples' ideas in your own work
2. Giving credit if you use data, photographs, drawings or other material you have discovered while researching a topic
3. Citing sources accurately
4. Understanding that ideas belong to a person as intellectual property in the same way that their goods are their property

WHY IS THIS IMPORTANT?

As you continue with your secondary education and move towards university you will begin to form your own ideas and opinions and will be expected to produce these in your work. You will be

researching the work of others and will need to ensure you do not give the impression that those ideas are wholly your own. No educational institution will accept academic dishonesty and the consequences can be life changing.

The following are actions that are subject to consequences by AISC:

- **MALPRACTICE**

The Regulations define malpractice as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component.

- **PLAGIARISM** is defined as the representation of the ideas or work of another person as the student's own. Plagiarism is recognized worldwide as a serious academic offense. Ignorance of the working definition of plagiarism is not a valid excuse for lapses and does not prevent a penalty from being applied to work submitted as original.

When using the words of another person it must become habitual practice for a student to use quotation marks, indentation or some other accepted means of indicating that the wording is not their own. Furthermore, the source of the quotation (or paraphrased text) must be clearly identified along with the quotation and not reside in the bibliography alone.

Using the words and ideas of another person to support one's arguments is a fundamental part of any academic endeavor, and how to integrate these words and ideas with one's own is an important skill. Paraphrasing is the rendition of another person's words presented in a new style and integrated grammatically into the writing. If done correctly, paraphrasing is a legitimate way to use a source. However, because paraphrasing uses the ideas of another person, it is still necessary to acknowledge the source. If paraphrasing is not done correctly it will be treated as plagiarism.

- **COLLUSION** is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.

Guidance on the distinction between legitimate collaboration and unacceptable collusion or plagiarism: there are occasions when collaboration with other students is permitted or even actively encouraged, for example, in the requirements for internal assessment. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content and conclusion or summary of a piece of work must be written in each student's own words and cannot therefore be the same as another student's. If, for example, two or more students have exactly the same introduction to an assignment, this will be construed as collusion, and not collaboration.

- **DUPLICATION OF WORK** is defined as the presentation of the same work for different assessment components and/or course requirements. If, for example, a student submits the same or a very similar piece of work for the in-depth study in history internal assessment and for an extended essay in history, this would be viewed as malpractice. However, it is perfectly acceptable for a student to study one aspect of a topic for internal assessment and another aspect of the same topic for an extended essay.

OTHER BEHAVIOR THAT CONSTITUTES MALPRACTICE which results in disciplinary action at AISC:

- taking unauthorized material into an examination room (for example, an electronic device other than a permitted calculator, own rough paper, notes, a mobile phone) regardless of whether this material is used or potentially contains information pertinent to the examination

- misconduct during an examination, including any attempt to disrupt the examination or distract another student
- exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination
- falsifying a CAS record
- copying the work of another student
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- stealing examination papers
- using an unauthorized calculator during an examination
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination
- fabricating data for an assignment

ACADEMIC HONESTY AND THE IB PROGRAM

It is an IB requirement that every IB School that offers the Diploma Program has a policy to promote academic honesty. Students are to receive a written copy of the policy and be made aware that the coordinator and teachers are available to offer further advice and guidance.

Academic honesty includes a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. We would like to stress the benefits of properly conducted academic research and a respect for the integrity of all forms of assessment. All students must understand the basic meaning and significance of concepts that relate to academic honesty, especially authenticity, intellectual property, and ethical conduct. The policy must be a means of promoting good practice. In cases where students do not show academic honesty, the actions of that student may constitute malpractice. The policy and guidance within this document apply to all students at AISC.

Excerpt from the **Diploma Program: General Regulations**, which states: **Article 9: Responsible and ethical behavior.** "Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Program and examinations. In particular candidates must avoid any form of malpractice."

AUTHENTIC AUTHORSHIP & INTELLECTUAL PROPERTY

An authentic piece of work is one that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged. Therefore all assignments, written or oral, completed by a student for assessment must wholly and authentically use that student's own language and expression. Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged.

Students must be aware that the requirement to acknowledge sources extends beyond text taken from the Internet, CD-Roms, books, magazines and journals. The concepts of intellectual property and academic honesty include, for example, the use of footnotes or endnotes to acknowledge the source of an idea if that idea emerged as a result of discussion with, or listening to, a fellow student, a teacher or any other person.

References must also include acknowledgement of the source of an idea that is not the student's own. For example, a candidate could provide a footnote or endnote in the following manner: "The basis of this idea was originally expressed by a fellow student during a theory of knowledge seminar."

DETECTION & ACTION

The teachers support students in the preparation of their work for assessment and help to ensure that all students' work complies with the requirements of the course. Therefore, teachers are in the best position to judge whether a student's work is authentic.

Students must be warned that the IB randomly checks students' work for plagiarism using a web-based plagiarism prevention system. An additional deterrent is the vigilance of examiners who are adept at identifying text and material that is not the authentic work of a student.

Ultimately, the students are responsible for ensuring that the final version of any work is authentic, with the work or ideas of others fully and correctly acknowledged.

Students themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was unintentional or deliberate. The same principle applies to collusion. Students are expected to comply with all school deadlines: this is for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version. At all times the advice to candidates must be to acknowledge as honestly and accurately as possible the ideas and work of others, even when the source cannot be stated with absolute accuracy. Students are expected to review their own work before submission for assessment to identify any passages, data, graphs, photographs, computer programs and so on that still require acknowledgment.

If the coordinator and/or a teacher has reason to believe that part or the whole of a student's draft work submitted for discussion prior to final submission might be deemed to be in violation of the principles of academic honesty and constitutes a case of malpractice, they must draw the student's attention to this risk and her/his duty to respect the policy and requirements of academic honesty.

Malpractice must be viewed as going well beyond a mere breaking of rules and into an area of far greater seriousness. Plagiarism must not be seen as simply an item in a long list of school rules in a handbook. It must be viewed as a serious academic offense with a community attitude that shows no tolerance and imposes severe penalties when it is discovered.

Penalties are imposed on a student found guilty of malpractice in order to:

- Ensure that the student does not gain an unfair advantage
- Maintain the integrity of the examination session by excluding those students who have abused the system
- Deter other students from taking the same action

IB Candidates: When marking regular class and homework assignments that are not being submitted to the IB for assessment, teachers should take into account each student's use and acknowledgment of sources

Once a student has submitted the final version of his or her work to a teacher it cannot be retracted. Any suspicion of malpractice that arises thereafter must be reported to and acted upon.

GRADE 9-12 CONSEQUENCES

Consequences for behavior constituting malpractice at AISC begin in Grade 9. It may include some or all of the following according to the seriousness of the offence:

A student who has unintentionally plagiarized will receive no grade until citation errors are corrected, at which time he/she will receive a grade reduction just as he/she would for any other

format error. Should a student fail to resubmit the paper with corrections within five school days, he/she will receive a grade of zero.

*A pattern of documentation error will be considered as intentional and will be dealt with accordingly.

First Time Offense for 9-12 Graders

Possible consequences within the given school year (at the discretion of the Director):

- Parents will be called in for a conference with the teacher and/or IB Coordinator or Principal, as deemed necessary
- A documentation outlining the offense will go into the student's file
- The student will receive an automatic zero (failing grade) on the assignment, exam, test or assessment. No make-up work will be offered to compensate for the zero

Second Time Offense for 9-12 Graders

Possible consequences within the given school year (at the discretion of the Director):

- The student may face in-school suspension or out of school suspension and letter in student file
- The student will be dropped from The National Honor Society and/or IB Program
- The student will be ineligible for the Honor Roll for that given quarter
- The student will receive an automatic zero (failing grade) on the assignment, exam, test or assessment. No make-up work will be offered to compensate for the zero

Third Time Offense for 9-12 Graders - A pattern has been established, the third offense is considered as repeated intentional plagiarism

Possible Actions within the given school year (at the discretion of the Director):

- Out-of-school suspension & letter in the student file
- Automatic drop from The National Honor Society and IB Program
- The student will be ineligible for the Honor Roll for the rest of the academic year
- The student will not be invited back to AISC the following academic year
- Student may face automatic expulsion during the current school year

GRADE 6-8 CONSEQUENCES

Cases of academic dishonesty in grades 6-8 are reviewed by the faculty and administration and discussed with parents. We may apply the grade 9-12 consequences. Final decisions are made by the administration.

References

Adapted from the *Plagiarism Certification* of The University of Kentucky Department of Chemistry

<http://www.chem.uky.edu/courses/common/plagcert.html>

Adapted from *Academic Honesty 2007* Printed in the United Kingdom by Antony Rowe Ltd, Chippenham, Wiltshire © International Baccalaureate, 2007

Adapted from ESOL organization of schools, 2010

IB Academic Honesty (© International Baccalaureate), 2010



THE AMERICAN INTERNATIONAL SCHOOL IN CYPRUS
11 KASSOS STREET, PO BOX 23847, 1686 NICOSIA, CYPRUS
PHONE (357) 22316345
FAX (357) 22316549