

Academic Honesty Policy

The **academic honesty philosophy** of the school is grounded in the OIS values, which are respect, growth, commitment, excellence/personal challenge and integrity. In teaching, learning and assessment, academic honesty promotes integrity and leads to respect for others and the integrity of their work. Academic honesty also aims to ensure that all students have an equal opportunity to demonstrate knowledge, understanding and skills. As stated in IB learner profile, all members of an IB school community aim to be 'principled' and 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' (IBO, 2013).

Integrity:

- We expect all members of the school community to take responsibilities for their own actions and the consequences that accompany them;
- We expect all students to read, understand, sign and adhere to the academic honesty contract;
- We seek to protect all forms of intellectual property which includes forms of intellectual and creative expression by musicians, writers, artists and inventors as well as patents, registered designs, trademarks and copyright using Modern Language Association (MLA) formatting and referencing style;
- We use Turnitin anti-plagiarism software to ensure that all members of the school community are responsible and act with integrity.

Respect:

- Academic honesty is expected of all members of a respectful school community;
- All members of the school community know that work submitted must be a student's own, authentic work;
- All members of the school community know that authentic work respects and acknowledges the ideas, words, data, music, and images of others;
- All members of the school community respect the IB Code of Conduct during examinations and for any assessed work;
- All members of the school community respect and understand the difference between collaboration and collusion, and know that it is unacceptable to submit work arrived at through a process of collusion.

Malpractice/Academic Dishonesty

The IB defines malpractice as behavior that results, or may result in a student gaining an unfair advantage in assessed work. It may include, but is not limited to the following:

Plagiarism is:

- submitting someone else's words, ideas, research as if it is your own without acknowledging the source(s);
- submitting translated materials as if they are our own work.

Collusion is:

- supporting academic misconduct by someone else, for example allowing your work to be copied and submitted for assessment;
- providing more feedback and advice than stipulated as acceptable practice in IB subject. guides and supporting materials

Cheating is:

- Use of help on homework that is beyond the limits specified by the teacher;
- Falsifying a CAS record, Service Action record or service learning reflection;
- Submitting the same work for assessment in different subjects or different parts of the same courses;
- Falsifying data to include in an assignment;
- Taking unauthorized materials into an examination/test;
- Copying the work of another student, with or without their knowledge in an examination/test;
- Communicating with another student in an examination/test.

Procedure when malpractice/academic dishonesty are suspected

- Should a teacher suspect a breach of the academic honesty policy they should discuss the matter with the student and investigate the situation.
- If there is evidence of malpractice/academic dishonesty the teacher contacts the head of department/subject leader who discusses the matter with the relevant IB Coordinator.
- The student then meets with the teacher and relevant IB Coordinator to discuss the matter (The student may request that a third part be present).
- The teacher contacts parents/guardians (and ccs the IB Coordinator, tutor and registrar) to appraise them about the matter and its consequences.
- A copy of the disciplinary email is placed in the student's file by the registrar.

Consequences of malpractice/academic dishonesty

Any case of suspected malpractice/academic dishonest will be dealt with in a manner that ensures equity, consistency and fairness. In cases of proven plagiarism, collusion and cheating within the school, the following sanctions apply:

First offence: The student will be given 2 days to redo, resubmit, and receive feedback and a final grade;

Second offence: Students will be able to redo, resubmit, and receive *qualitative* feedback only during a one day internal suspension with the relevant IB Coordinator. No grade will be awarded and a formal disciplinary letter will be sent home and a copy placed on the student's file;

Third offence: Students will not be allowed to resubmit work; no grade will be awarded and a two-day external suspension will be imposed. A formal disciplinary letter will be sent home and a copy placed on the student's file. The student will be warned that any further offences will result in them being invited to find another school, as they are unable to demonstrate the *IB Learner Profile* attributes.

IB Assessed Work and Examinations

- Assessment regulations provided by the IB govern the conduct of examination sessions.
- The school is required to support the IB fully in the prevention, detection and investigation of malpractice.
- Undertakes any additional responsibilities required by the IB should a student or teacher be investigated for malpractice.

Supporting Documents

International Baccalaureate Organization. "Academic honesty in the IB educational context." *MY IB - IBO*, International Baccalaureate Organization (UK) Ltd, Aug. 2014, resources.ibo.org//data/g_0_malpr_sup_1408_2a_e.pdf. Published 2014 - Updated 2016

International Baccalaureate Organization. "IB Learner Profile." *MY IB - IBO*, International Baccalaureate Organization, 2013, resources.ibo.org//data/g_0_iboxx_amo_1702_1_e.pdf.

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