



ACADEMIC HONESTY POLICY

Academic Honesty

“Academic honesty is an essential aspect of teaching and learning in IB programmes where action is based on inquiry and reflection.” (Academic honesty in the IB educational context, 2014, p2)

At OIS students and teachers are expected to be “principled and act with integrity and honesty”, clearly acknowledging the ideas and work of others. (Academic honesty in the IB educational context, 2014, p3)

To encourage this, the Academic Honesty Policy is available to all on the school website, alongside other school publications such as Diploma Booklet and Student & Parent Handbook, and should be understood by the entire school community. OIS also provides opportunities to practice and learn how to use other people’s work through the delivery of the school curriculum and periodic stand-alone Academic Honesty sessions for students, teachers and parents during each academic year.

When referencing, students should follow the school’s *Style Reference Guide for Students and Staff*, which is available in the school library and on the school’s server. If in doubt, a student should ask the teacher or librarian for guidance.

Malpractice is defined by the International Baccalaureate as behaviour that results in, or may result in the candidate gaining an unfair advantage. Students may experience increasing personal, family and peer pressure to achieve and perform which may lead to an infringement of the Academic Honesty Policy, which will result in further action as outlined below.

Academic Dishonesty and Malpractice

Although the following list is not exhaustive, academic dishonesty can, in general, take several forms:

Plagiarism: taking work, words, ideas, pictures, information or anything that has been produced by someone else and intentionally submitting it for assessment as the student’s own. This includes books, internet sources and all periodicals. (It must be noted that while it is an extremely valuable tool in accessing information, the use of internet has had a great impact on Academic Honesty malpractice allowing students to copy and present information as their own.)

Copying: taking work of another student, with or without his or her knowledge and submitting it as the student’s own.

Exam cheating: communicating with another student in an exam, bringing unauthorized material into an exam room, or consulting this material during an exam in order to gain an unfair advantage.

Duplication: submitting work that is the same for assessment in different courses without the consent of all teachers involved.

Falsifying data: creating or altering data which have not been collected in an appropriate way.

Collusion: helping another student to be academically dishonest.

Academic dishonesty, therefore, includes:

- Allowing another student to copy your work or class assignment
- Using a "cheat sheet" or any unauthorized electronic equipment or piece of writing on a quiz/test.
- Giving another student help on an individualized quiz/test
- Copying another's work either paper or electronic, such as homework, class work, or answers to a test.
- Stealing and/or selling quizzes/exams (This offence will result in an automatic suspension because of its seriousness.)
- Using teacher manuals/solution manuals.
- Using any material from the internet without proper citation and appropriate credit.
- Tampering with the teacher's grade records or tests.
- Using the same work for more than one assignment without both of the involved teachers' permission.
- Anything else that involves deception in order to gain unfair academic advantage (adapted from Burbank Unified School District, 2010 and Grisham School, 2010).

Procedures

Should a teacher suspect a breach of the Academic Honesty policy they should discuss this with the student and investigate potential sources of the work. If there is evidence of malpractice a formal meeting will be held with the teacher, student and respective IB coordinator, where the student may request to have an independent third party present, such as a parent, peer, tutor or teacher.

Further to this a record will be made by the tutor and placed in the student's central file. This allows for a consistent approach in monitoring each student.

In the particular case of the Diploma Programme and Careers Programme all work submitted for assessment needs to be scanned by an anti-plagiarism software programme.

Consequences

In the formal meeting outlined above, a decision will be made based upon the findings whilst taking into consideration the age, background and level of awareness of the student, any previous history of academic misconduct and the severity of the incident.

This decision may result in:

- A warning and record placed in the students' central file, parents to be informed in writing.
- The offender and anyone who has colluded will receive no grade (N/G) for the particular piece of work. Parents will be contacted in writing. Offender(s) may be given the opportunity to repeat the work.
- The offender and anyone who has colluded will be suspended from school until parents have been interviewed with the student(s). This may result in the work not being submitted for assessment.
- In severe or repeated cases, the offender will be expelled from the school.

This policy will be reviewed before the next IB self-study (DP, MYP or CP)



REFERENCES

Burbank Unified School District, "John Burroughs High School Academic Honesty Guidelines". Accessed August 2, 2010 from <http://teachers.yourhomework.com/eurioste/academic_honesty.htm>
"Grisham IB World School Academic Honesty Policy". Accessed August 2, 2010 from <<http://209.184.141.5/grisham/Documents/Grisham%20IB%20World%20School%20Academic%20Honesty%20Policy.pdf>>
International Baccalaureate Organization, *Academic Honesty in the IB educational context (2014)*

Documents consulted

- Carroll, Jude IB Position paper, Academic honesty in the IB (2012)
- MYP From principles into practice (2014)
- DP From Principles into practice (2014)
- IB Learner Profile

I understand that the teachers and librarian at OIS will support me in learning about academic honesty and I should ask them if I am not clear about anything to do with academic honesty. I understand the consequences for being academically dishonest. I have read and will abide by the above policy.

Name:

Year Group:

Signature:

Date:

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