

ACADEMIC HONESTY POLICY

Academic Honesty

“Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modelling and taught skills” (IBO, 2009: 2).

The OIS Academic Honesty Policy is available to all on the school website and should be understood by the entire school community. Students should be encouraged to produce authentic work, through their own creative process. Therefore, a student’s work is “[...] one that is based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged” (IBO, 2009: 2).

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

A student can infringe the Academic Honesty Policy through malpractice, which is defined by the International Baccalaureate Organization as behaviour that results in, or may result in the candidate gaining an unfair advantage.

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 submitting it for assessment as the student’s own. This includes books, internet sources and all periodicals.
- ❖ **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 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).

Consequences

- For the first offence, the offender and anyone who has colluded will receive no grade (N/G) for the particular piece of work. Parents of both will be contacted in writing.
- For the second offence, the offender and anyone who has colluded will be treated as above and will also be suspended from school until parents have been interviewed with the student/s.
- For the third offence, the offender and anyone who has colluded will be expelled from the school.

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, "IBO Academic Honesty Policy 2009". Accessed August 2 2010 from <http://www.ibo.org>

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: