

Academic Honesty Contract-For Years 11,12 and 13

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

- I must take responsibilities for my own actions and the consequences that accompany them.
- I must 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.
- I must use Modern Language Association (MLA) referencing and formatting style to acknowledge sources.
- The school uses Turnitin anti-plagiarism software to ensure that I am responsible and act with integrity.

Respect

- I know that I am expected to be academically honest.
- I know that any work submitted must be my own, authentic work.
- I know that authentic work respects and acknowledges the ideas, words, data, music, and images of others.
- I respect the IB Code of Conduct during examinations and for any assessed work.
- I 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 me gaining an unfair advantage in assessed work. It may include, but is not limited to the following:

Plagiarism:

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

Collusion:

- supporting academic misconduct by someone else, for example allowing my work to be copied and submitted for assessment;
- asking my teachers or parents/guardians to provide more feedback and advice than stipulated as acceptable practice by the IB.

Cheating:

- Use of help on homework that is beyond the limits specified by the teacher;
- Falsifying a CAS record, Service Action record or a 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

These are outlined in the policy on the school website

Consequences of malpractice/academic dishonesty

Any case of suspected malpractice/academic dishonesty 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: You will be given 2 days to redo, resubmit, and receive feedback and a final grade.

Second offence: You 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 your file.

Third offence: You 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 your file. You will be warned that any further offences will result in you being asked to find another school, as you are unable to demonstrate the *IB Learner Profile* attributes.

By signing this contract, I recognise that any student who breaches the school's Academic Honesty Policy is subject to disciplinary action by the school and may be disqualified by the IBO from MYP, DP or CP courses.

1. I will always work independently on schoolwork that I am required to complete alone.
2. I will always use my own works and ideas in my work and give proper recognition to others when I refer to their words and ideas.
3. I understand that plagiarism is taking someone else's words or ideas and claiming them as my own
4. I will not translate texts from other languages and claim them as my own
5. I will respect examination and test conditions

Student name (print) Date

Signature Tutor group

I have read and understood this Academic Honesty Contract that my son/daughter has signed. I agree to encourage compliance with the rules and recognise that I too have a responsibility to ensure that work submitted in his/her name is authentic.

Parent/Guardian name Date

Signature



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