

Fairgreen International School: Academic Honesty Policy

POLICY STATEMENT

A core value at the Fairgreen International School is honesty and principled action. As a school we aim to develop responsible learners by nurturing critical thinking skills, teaching the importance of intellectual property, and providing students with the tools and knowledge necessary to ethically apply and acknowledge information.

PHILOSOPHY

Fairgreen International School places great value on the ethical qualities of personal integrity and academic honesty. Academic honesty is expected of all members of the school community: students, teachers and parents. Academic honesty is a key facet of the IB Learner Profile, and in developing Approaches to Learning (ATL) skills from the categories of self-management, thinking and research of all Fairgreen learners. Academic honesty is part of being “principled”, a Learner Profile attribute whereby learners strive to act with integrity and honesty as we question, inquire and act.

RESPONSIBILITIES

1. Students

Students are personally responsible for their academic honesty and should be able to recognize that an example of authentic authorship that shows respect for the work of others demonstrates the following characteristics:

- The individual and original ideas of the student
- Uses the language and forms of expression of the student as the author
- Fully acknowledges any ideas that are not their own via citations

Students need to understand instances of academic misconduct in terms of:

- Plagiarism – the representation of the ideas or work of another person as the student’s own; the lack of acknowledgement of another person’s work or ideas
- Collusion - supporting malpractice by another student, such as allowing one’s own work to be copied or submitted for assessment by another
- Duplication of work – the presentation of the same work for different assessment components
- Falsification of data – fabrication of data for an assignment such as falsifying CAS records, changing statistical and experimental data or using data from other sources without correct acknowledgement
- Copying – to make a copy or copies of any type of media (written, audio, visual) and submitting it as the work of the student, without acknowledging the source. ☒
- Misconduct in exams:
 - taking unauthorized material into an examination room
 - exchanging or attempting to exchange information about examinations
 - acquiring dishonestly examinations, tests or formal assessments beforehand

2. Teachers

Teachers provide support for academic honesty across the three IB programmes and recognize all teachers share the responsibility of reinforcing best practices. Teachers have the responsibility of explaining incidents of academic misconduct to students (see above). Teachers use the framework of the Learner Profile and ATL skills in self-management, critical thinking and research, and in extolling the virtues of academically ethical behaviour. They are required to:

- Explain the meaning of academic honesty to students in age-appropriate ways;

- Provide, where developmentally appropriate, specific examples of academic misconduct to enable students to understand how to avoid it;
- Give specific requirements as well as written examples of proper citation of a through problem-solving, comparison, precise hypotheses, analysis, etc;
- Promote the benefits of properly conducted academic research and the value of being principled in the way we learn;
- Develop an understanding of intellectual property in terms of how the ownership of intellectual and creative expression in literature, art or music must be variety of sources in different subject areas;
- Draw on the expertise of the librarian to ensure that academic honesty is sustained throughout the inquiry cycle for the PYP exhibition, Personal Project and Extended Essay;
- Use Turnitin for all written DP assessments and a sample of MYP assessments.

Fairgreen teachers may further promote academic honesty with display of posters in the classrooms and around the school and through student assemblies and advisory/homeroom lessons in the secondary school.

3. Parents

Parents provide support by encouraging ethical behaviour and monitoring their child's work in the home such as: computer use, homework, or written assignments. Parents have a particular responsibility in understanding their contribution, and that of tutors, in supporting and encouraging students outside school hours. Parents should be involved by making their sons/daughters aware of the school's academic honesty policy and the consequences of being found in its violation. Parents should be aware of the consequences of academic misconduct through the *Secondary Student Handbook* and/or the school website.

4. The Senior Academic Leadership team

Understands and actively encourages academic honesty, promotes a positive school culture, and provides resources to support academic honesty on the campuses.

5. The Librarians

The IB Academic Honesty document states that: *"Teachers should take advantage of the role and expertise of the school librarian. Trained librarians are fully aware of issues associated with plagiarism, copyright and other ethical issues. School librarians will teach and employ good academic practice for documenting sources used. Their knowledge of resources available and their search skills can be used to validate sources cited, and they are often able to trace the origins of suspect passages. More importantly, the librarian's skills in locating, evaluating and using information can help students find and use authoritative and reliable information from a variety of sources, print, online, people, and more."* www.schoollibrariesadvocacy.org.uk

Our Teacher Librarian explicitly teaches academic honesty and digital citizenship and promotes the need to acknowledge the source of data, works of art, computer programmes, photographs, diagrams, illustrations, maps, etc is also be made clear by subject teachers. Such ideas, skills and attributes are reinforced by teaching in MYP Design.

- the concepts of intellectual property and academic honesty include the use of footnotes or endnotes to acknowledge the source of an idea that is not the student's own;
- provide support in research and study skills, in conjunction with the teacher-librarians and are available to offer further advice and guidance to students;
- structure assignments that encourage the development of students' own idea respected;
- model ethical practice in using information gleaned from other sources as students undertake inquiries in the PYP, MYP and DP;
- guide students in the effective use of IT to uphold academic honesty and promote digital citizenship;

- explicitly teach MYP/DP students skills in citation (quotations, paraphrasing, in-text citations) and referencing in MLA format in order for it to become the norm;
- The individual and original ideas of the student;
- Uses the language and forms of expression of the student as the authentic voice of the author;
- Fully acknowledges any ideas that are not their own via citations;
- Cites the author and source when paraphrasing someone else's ideas.

The Fairgreen academic honesty policy and the IB Diploma academic policy is shared with students in the PYP and MYP years and before they begin the Diploma programme and they are supported by teachers and the IB Coordinators.

CONSEQUENCES

Plagiarism, Falsification of data

Student work will be submitted to the teacher using the Turnitin application. If any part of the final assessment is submitted without the proper citation procedures, the following actions will be taken.

- a. The student will be given a provisional 0 points credit in the assessment.
- b. Within the following weeks, the student is required to search for 3 credit hours worth of work from the librarian, Language and Literature and/or Individuals and Societies teacher(s) focusing on correct MLA citation skills. The required timesheet and signatures will be gathered using the form in Appendix A.
- c. Once the student has earned the correct amount of credit hours, they may re-sit the assessment and resubmit the work for full marks.

Collusion, Duplication of work, Copying and Misconduct in exams

If a student is guilty of any of the above actions, the student will be taken to the school principal at the earliest possible opportunity. The student will be given 0 credit in the relevant exam. The principal and cooperating teachers will use their professional judgement regarding the next steps. Consequences can include but are not limited to expulsion, suspension, further coursework done on the student's own time or the opportunity to re-sit the exam.

Work cited

- International Baccalaureate Organization, '*Academic honesty in the IB educational context*', 2014, IB
- International Baccalaureate Organization, '*Effective citing and referencing*', 2014
- PYP in Practice - Academic Honesty
- MYP & DP in Practice - Academic Honesty
- International School of Ho Chi Minh City Academic Honesty Policy, 2018, ISHCMC
- Bavarian International School Academic Honesty Policy, 2018, BIS

Graeme Scott, 26 November 2018

Appendix A Academic Honesty Make-up Timesheet

Student Name: _____ **Date:** _____

Supervising Teacher: _____

<u>Date/Hours</u>	<u>Actions taken</u>	<u>Supervising teacher</u>	<u>Supervising teacher signature</u>
Sept 10/ .5	I reviewed 3 articles and submitted a literature review with correct MLA citation	Ms. Cristina	

Date complete: _____

Supervising teacher signature when complete:
