

Academic Honesty Policy (Whole School)

Students at ICS, in accordance with the IB Learner Profile, will be '*Principled*'. This means he or she will act with integrity and honesty and is ultimately responsible for the authenticity of their work and acknowledgement of their sources. ICS is committed to academic honesty and this document has been designed in accordance with the IB Academic Honesty guidelines to ensure that all students, parents and teachers in the ICS IB Diploma, Middle Years and Primary Years programmes are aware of what Academic Honesty entails.

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 one's own.
- **Copying:** taking work of another student, with or without his or her knowledge and submitting it as one's own.
- **Exam cheating:** communicating with another candidate in an exam, bringing unauthorised material into an exam room, or consulting such material during an exam in order to gain an unfair advantage.
- **Duplication:** submitting work that is substantially 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.

Plagiarism

Plagiarism is the use of someone else's ideas, words or other original material without clearly acknowledging the source of that information. With regards to **plagiarism**, students should remember that:

- using the words and ideas of another person to support one's arguments while following accepted practices is an integral part of any intellectual endeavour, and integrating these words and ideas with one's own in accepted ways is an important academic skill
- all ideas and work of other persons, regardless of their source, must be acknowledged
- CD-Rom, e-mail messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals
- the sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged if they are not the candidate's own work
- passages that are quoted verbatim must be enclosed within quotation marks and references provided
- turning in someone else's work as your own is plagiarism

Why is plagiarism wrong?

- Plagiarism is **stealing** another person's words, ideas or other material.
- Plagiarism is **lying** that the words/ideas/material you used are your own.
- Plagiarism is **cheating** yourself out of an opportunity to learn.

Preventing Plagiarism

To prevent plagiarism, we recommend this checklist:

- A. Consult with your teacher
- B. Plan your assignment
- C. Take good notes
- D. Make it clear who said what
- E. When in doubt, cite sources
- F. Know how to paraphrase correctly
- G. Evaluate your sources of information

ICS uses the MLA (<http://www.mla.org/>) format for works cited. Each student will be given a handbook on how to cite sources used in their research assignments.

Please note: if you are found to have committed plagiarism at International Community School, your work will receive no mark.

The responsibilities of staff, students and parents

All ICS secondary school staff, students and parents will make sure that they are aware of the contents of this document and what academic dishonesty means. They should also make themselves aware of the consequences of academic dishonesty. In the Primary school, academic honesty issues will be embedded into the curriculum.

- **Parents** are encouraged to speak to their children about the need to be honest and why it is important to be so in terms of academic progress.
- **Teachers** will explain what this policy means to students in the specific terms of the work that they are asking students to produce. They will also speak to students regularly during the drafting of work, when the student/teacher interaction is more collaborative than evaluative. They will also model good practice.
- **Coordinators** will ensure that academic honesty and dishonesty is explained to staff, students and parents at relevant times, giving examples of both good and bad practice where possible. They will investigate any suspected breaches of the standard in an open and fair way. Their recommendations to the School Principal should be clear and reasoned.
- **The School Principal, in consultation with the relevant coordinator,** will decide each case on its merits, and will communicate his or her decision clearly to all of those concerned with reasons for any findings.
- **Students** will recognise that they are ultimately responsible for their own work and that the consequences of any breaches of the standard of academic honesty will be theirs alone. They should speak to teachers regularly about their work and show

drafts of it at various stages in the production process. They should ask teachers for advice if they are at any time unsure of what they have done in relation to referencing sources.

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