ACADEMIC HONESTY POLICY

This policy should be read with the following IB publications: Academic honesty in the Diploma Programme and Academic honesty in the IB educational context

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Academic Honesty Policy

Introduction

Boston School International's policy of academic honesty comes from our culture of honesty and integrity. We also value the IB Learner Profile and Franklin-Covey Leader in Me Lighthouse School principles. We live and learn here according to basic academic honesty not because of the IB or Lighthouse, but because it is who we are.

The school acknowledges that students are all on learning curves. Still, we set clear boundaries and consequences for failing to respect them. We enforce consequences that apply to all members of the community. Instruction and practice are critical for understanding how to cite and attribute work and ideas accurately. We understand that students often face pressure to achieve high marks. This is not, however, an excuse for cheating or plagiarism.

As a community we pledge to encourage each other to strive for personal integrity, to be curious, to think critically and sensitively, to trust our own voices, and to respect and follow this policy. We hope that these efforts will prevent students from cheating or plagiarizing. Also, our goal is to empower everyone to be academically honest in proactive ways. Our ultimate goal at Boston School International is for students to meet all the school's standards and expectations. These include valuing their education, contributing to the quality of the BSI experience, and honoring their own reputation along with the school's culture of academic integrity.

Policy

Academic dishonesty is not tolerated at BSI. Academic dishonesty is any dishonest or unfair action that one takes to gain academic advantage. It also includes knowingly assisting another person to do this. Academic dishonesty threatens the integrity of our students and our school in the wider community. Any violation of this policy will be dealt with clearly and consistently.

Academic honesty expectation

All members of our school (students, faculty, staff, and parents) are expected to uphold the standards of academic honesty. Students must take *great care to distinguish* their own ideas and language from information from other sources. Sources include published and unpublished primary and secondary materials, the Internet, and information and opinions of other people. From teachers to librarians to school leaders, to parents, we all play roles in teaching and guiding students in academically honest behavior.

What is academic dishonesty?

Generally, this is any behavior which gives an unfair advantage.

- **Dishonesty (cheating) in assessments.** For example:
  - A student copies from another student
  - A student talks to another student in a quiz, test, or exam
  - A student refers to unauthorized materials (e.g. mobile phone, written notes) in a quiz or test situation
  - A student talks without permission or shares assessment content
- **Impersonation.** This is when a student submits work that is written or rewritten by a tutor or parent or anyone other than the student

- **Plagiarism.** Taking another person's words, ideas, or findings and presenting them as one's own without proper acknowledgement. This applies to words, phrases, images, poetry, songs, music, and film as well as books, magazines, and internet sites. For example:
  - Using pictures or words from the internet or a book in an assignment or presentation and not crediting the source
  - Submitting someone else's work as yours without saying so
- **Duplication of work.** Presenting a piece of work that is substantially the same for different subjects, without teacher collaboration. For example:
  - An assignment is handed in for one class, e.g. Social Studies, then later an almost identical piece of work is submitted for another such as English
- **Collusion.** This involves collaboration when this is not permitted or the presentation of work which is claimed as independent but is in fact the result of group collaboration. For example:
  - Students work on an experiment together then turn in independent reports, but they look nearly identical
  - One student allows another to copy their homework assignment
- **Fabrication of data.** Manufacturing or manipulating data, experiments, statistics, or other results so they are not authentic. For example:
  - An experiment is undertaken, but the student changes the results to better support the conclusion
  - A researcher adds results to a survey which was not actually completed
- **Academic Misconduct**
  The IB organization defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. (IB General Regulations: Diploma Programme (April, 2014), Article 20, p.12)

What is academic honesty?
Academic honesty refers to conduct in academic matters including:
- Respect for intellectual property
- The production of work which is authentic i.e. based on one's own ideas
- The full acknowledgement of all sources used
- An understanding of the differences between collaboration and collusion
- Proper conduct in relation to assessments

How to avoid plagiarism (or non-attribution)
Plagiarism can be avoided by using the following techniques:

- Quoting: Placing quotation marks around any passage which is used verbatim and providing a reference to the source.
- Paraphrasing: Integrating other people's work and ideas into your own work, representing them in your own words, using your own sentence structure and ensuring the original piece of work is acknowledged.
- Note-taking: Selecting, connecting, and organizing information in a reduced format using your own words and keeping details of all the sources used.
- Summarizing: Condensing someone's writing to present a broad picture (but with very little detail) whilst acknowledging the source of the information.
- Acknowledging sources: Ensuring that all ideas and works--including art, film, dance, music, and theatre--have been referenced.
- Student use of online plagiarism checker, approved by school

Referencing convention style guides
While many different citation styles exist, currently BSI follows the MLA referencing style for assignments. Referencing will be explicitly taught starting in Pre- K.

Responsibilities

Students must ensure that they work in an academically honest way at all times. They must understand that even if an act of plagiarism is unintentional, the integrity of their work is called into question. They should take responsibility for their own academic honesty as follows:

- Understand the appropriate rubrics and assessment tools and ask for any clarification required in a timely manner
- Manage time effectively so all deadlines can be met and work is completed in advance of the deadline
- Ensure any work presented is their own
- When recognizing the work or ideas of others, ensure full and correct acknowledgement using the school's agreed style of referencing
- Keep evidence to show the development of work through the research process
- Use an online plagiarism checker
- If in any doubt, ask a member of staff before handing work in
- Follow the BSI academic honesty policy
- Students are also expected to report suspected cases of academic dishonesty to a teacher.

Teachers are responsible as follows:
- Instruct students in skills required for academic honesty
- Model good academic practice in all resources and presentations
- Where appropriate, set assignments that encourage students to develop their own ideas and critical thinking through the process of research (e.g. through problem solving, comparison, analysis, etc.)
- Specify the parameters for collaboration where tasks include group work.
- Seek to prevent malpractice or infringements by making expectations of each task clear to students
- Consistently check student work with online plagiarism checker as part of regular assessment
- Teach and expect student use of online plagiarism checkers as a learning tool
- Set reasonable deadlines for tasks, understanding that the pressures of other subjects students are taking might require longer deadlines to be set. Teachers should be open-minded when students approach them to ask them for deadline extensions if students do so in good time and with good reason
- If teachers detect an act of malpractice or an infringement, it must be reported to the Coordinator
- Support and act upon this school academic honesty policy, in respect of *Decreto Ejecutivo No. 121* of the *Ministerio de Educación de la República de Panamá, IV, 6*. which says, "*El educador debe respetar y cumplir con el reglamento interno del colegio y todas las normativas vigentes emitidas por el Ministerio de Educación*."

The library will support academic honesty as follows:
- Work with and support teachers in programming and resources for academic honesty lessons
- Present tutorials and examples of how to acknowledge sources using the school's agreed referencing style

- Provide online tools to detect matches between texts available elsewhere to help students to avoid plagiarism
- Create and share information and support materials to guide academic honesty practices
- Model good academic practice in all library resources and presentations

The Academic Honesty Committee
The committee consists of the Academic Director, the Curriculum Director, grade-level Coordinators, the IB Coordinator, the Librarian and any other relevant teacher. The responsibilities of this committee are:

- To promote academic honesty within the school
- To review the academic honesty policy on a yearly basis
- To administer, hear, and make recommendations for consequences to the Headmaster in academic dishonesty cases referred due to severity or frequency

The school leadership will:
- Communicate, support, revise, and enforce this policy
- Communicate and address topics in academic honesty on an ongoing basis
- Maintain records on student behavior as regards academic honesty.

Parents are expected to:
- Know and understand the academic honesty policy
- Support their children as follows:
  - Encourage them to plan ahead when working towards an assignment or exam so they can avoid completing work at the last minute (a practice which increases the risk of plagiarism)
  - Encourage them to approach their teacher if they are unclear about the work they have been set
  - Ensure that the work remains the student's own, i.e. their own language and expression of ideas
  - Encourage them to act ethically by acknowledging where the ideas or works of another person have been used

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IB DIPLOMA PROGRAMME AND ACADEMIC HONESTY

Student behavior during examinations must follow guidelines and instructions for individual, honest work. Work submitted for outside grading, e.g. Extended Essay, is expected to provide clear, complete, explicit citation. IB document *Effective citing and referencing* (August 2014) is a helpful resource. Note that the IB does not endorse any particular style guide.   "...Teaching and learning in the DP must develop the positive behaviours that students will need to demonstrate clearly that they complete their work carefully, honestly and authentically."
 (p. 16 http://www.ibo.org/globalassets/digital-tookit/brochures/academic-honesty-ib-en.pdf)

From IB General Regulations: Diploma Programme (April, 2014), Article 20, p.12:
Candidates suspected of academic misconduct
The IB Organization defines academic misconduct as behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another candidate is also regarded as

academic misconduct. Academic misconduct is a breach of these regulations and includes, but is not restricted to, the following:

a. plagiarism—this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment

b. collusion—this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another

c. duplication of work—this is defined as the presentation of the same work for different assessment components and/or DP core requirements

d. misconduct during an IB examination (for example, taking unauthorized material into an examination, behaviour that disrupts the examination or distracts other candidates, or communicating with another candidate)

e. any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media).

Readers may refer to *General Regulations: Diploma Programme* (April 2014) for detailed information on consequences and procedures in cases of academic misconduct. Please also refer to disciplinary guidelines and procedures in the Boston School International Handbook for Parents and Students as well as the BSI Assessment Policy.

For INTERNAL, SCHOOL-BASED WORK, including DRAFTS OF INTERNAL CLASS ASSESSMENTS OR COURSEWORK/TESTS:

A teacher who has discovered an act of potential academic dishonesty should
1. Talk to the student, showing him/her the evidence, and asking what happened.
    - The teacher should, at some point in the meeting, ask the outright question of whether the student has plagiarised/colluded etc.
2. Whether the student confesses or not, the incident is to be logged.
3. A member of the academic honesty committee, the Coordinator, or a combination, will meet with the student, and in many cases the parent, who will be given the right to discuss the incident after being presented with the evidence.
4. After hearing the student's view, the academic honesty committee will decide on what action will be taken. If the student has been guilty of malpractice, the teacher will award zero points for work that is deemed to be dishonest. The student will be given a verbal warning and parents will be informed.
5. If this is a first offence, the student will be placed in an after-school detention and given the opportunity to re-submit the piece of work. If it was a draft for an IA/coursework, this means a new piece will need to be produced if this is possible.

Any further instances of academic dishonesty in any subject will be referred to the Head of School and may result in a student's withdrawal from that subject and lead to a discussion about the student's future in the school.

For FORMAL INTERNAL EXAMINATIONS – TRIMESTER EXAMS OR MOCK EXAMS

If a student infringes on the rules of any mock examination or end of year test,
1. The proctor should communicate the issue immediately to the Coordinator

2. A member of the academic honesty committee, or the Coordinator or a combination, will meet with the student and the parent to discuss the incident.
3. After hearing the student's view, the academic honesty committee will recommend to the Coordinator and Head of School action to be taken.
4. If the student has been guilty of malpractice, the teacher will award zero points for that test/mock exam, a verbal warning will be given and parents informed.

Any further instances of academic dishonesty in any subject will be referred to the Head of School and may result in a student's withdrawal from that subject and lead to a discussion about the student's future in the school.

For FINAL DRAFTS of IAs and COURSEWORK/EXAMS submitted to the IB Organisation:
Once a student signs an authentication of work document for an external IB exam or submission that states that the work is their own, there are very serious consequences for acts of academic malpractice.
1) The act will be reported to IB and the student's future at the school will be discussed.
2) Any work which is suspected as dishonest by a teacher will be communicated to the Coordinator, to the Head of School, and to the academic honesty committee and logged
3) The Coordinator and, if necessary, the academic honesty committee will meet with the student who will be given the right to discuss the incident after being presented with the evidence.
   a. Parents will be contacted by the Coordinator to discuss the incident.
4) After hearing the student's view, the academic honesty committee will adjudicate and, make a recommendation to the Head of School, on what action should be taken. There are usually three possible adjudications:
   a. The student can be found not guilty of academic dishonesty, and no action will be taken.
   b. The student can be found guilty of an academic infringement, which will usually result in zero marks being given for the particular piece of work.
   c. The student can be found guilty of malpractice which usually means that the student will be removed from the Diploma Programme and will be required to follow Courses (non-diploma).
5) If there is any further submission of dishonest work, in any subject, steps 1, 2, and 3 will be followed. Then the student and parent will meet with the Head of School where the student's future in the school will be discussed.
6) In any case where the IB organisation notifies the school of academic misconduct, the school will follow steps 3 and 4.

Distribution
This policy will distributed and discussed with all students, and emailed to parents. It will also be posted digitally. Questions may be directed to the Secondary Coordinator, the IB Coordinator, or the Librarian.

Conclusion
We trust that the guidelines, understanding, practices, and responsibilities outlined in this policy reinforce the fundamental aim of the school for the community to engage with learning and knowledge in ways that build and develop from the resources we use, in full acknowledgment and recognition of their origins.

Acknowledgments
In creating this policy we have consulted and adapted several documents from other organizations and we would like to acknowledge them: Harvard Extension School, The University of Sydney, Tanglin Trust School, Singapore; United Nations International School, New York; International School Nido de Aguilas, Santiago; International School of Amsterdam; International School of Milan.

Policy review
The developers of this policy include the Head of School, the Academic Director, the IB Coordinator, the Director of Curriculum, and the Librarian. It will be reviewed and amended at minimum annually under the direction of the Director of Curriculum.