

## Stockton Collegiate International Schools Academic Honesty Policy

**PURPOSE:** To support staff, students, and parents in creating a learning community where academic honesty is taught, expected, and practiced.

**DEFINITION OF ACADEMIC HONESTY:** respecting the work and the ideas of other individuals. When one makes use of or makes reference to another's ideas or creations, appropriate credit and proper acknowledgement must be given.

An essential part of academic honesty is developing the skills, knowledge and attitudes to be academically honest. This includes learning the principles of paraphrasing and quotation, citing the work of others according to accepted conventions, and knowing what constitutes intellectual property and what limits are placed on the use of those properties. Understanding and implementing such skills and knowledge allows students, as a matter of practice, to present only work that is authentically their own.

*An authentic piece of work is one that is based on the [student's] individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that [student's] own language, expression and ideas. Where the ideas or work of another person are represented within a candidate's work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged. (Academic Honesty, IB, July 2011)*

**IB LEARNER PROFILE:** Any staff member, student or parent who is practicing the attributes of the IB Learner Profile will, by definition, be practicing academic honesty. Stockton Collegiate encourages learners to be: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective.

**DEFINITIONS OF MALPRACTICE (Academic Honesty, IB, July 2011):**

- . plagiarism: this is defined as the representation of the ideas or work of another person as the student's own
- . collusion: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another
- . duplication of work: this is defined as the presentation of the same work for different assessment components and/or program requirements
- . any other behavior that gains an unfair advantage for a student or that affects the results of another student

**EXAMPLES:**

Plagiarism

1. Copying what someone else has written without using quotation marks and appropriate citation. There are particular rules, or conventions, about how to cite someone else's work, and those rules must be followed. Examples of acceptable conventions are: MLA,

APA, and Chicago. It is important to check with the instructor regarding use of the proper format.

2. Using someone else's ideas and putting them in your own words (paraphrasing) without using appropriate citation.

Just as with printed materials, all Internet sources, CD-Roms, DVDs, electronic media, email messages, and conversations must be cited appropriately. Students sometimes think that these media are exempt. They are not.

### Collusion

1. Copying someone's work and presenting it as your own.
2. Allowing someone to copy your work and present it as his/her own.

Students are encouraged to collaborate in some instances; for example, they might work together on creating a data table in science. The data tables will be identical, but all other required parts of the lab must be individual work.

Students are expected to follow the guidelines of specific collaborative group assignments in order to accurately reflect the contributions of all members of the group to the assignment. The assessment rubric can assist in identifying the elements that are expected to be a collaborative group effort and those, if any, that are to be individual endeavors.

### Duplication of Work

1. Submitting of the same work to satisfy different IB program requirements.

As part of an interdisciplinary unit, students may occasionally submit the same assignment to more than one teacher to satisfy varying requirements in different subjects.

### Intellectual Property

*The concept of intellectual property is potentially a difficult one for [students] to understand because there are many different forms of intellectual property rights, such as patents, registered designs, trademarks, moral rights and copyright. [Students] must at least be aware that forms of intellectual and creative expression [for example, works of literature, art or music] must be respected and are normally protected by law. (Academic Honesty, IB, July 2011)*

Doctrine of Fair Use for Copyrighted Materials: allows students and/or staff to use excerpts from songs or videos without explicit permission for an educational purpose for a limited time. Any works used must be cited appropriately.

## **STOCKTON COLLEGIATE RESPONSE TO ACADEMIC MALPRACTICE:**

When teachers (who may use web-based detection programs) suspect that a student has committed academic malpractice, they must report the incident to the appropriate coordinator. The coordinator will investigate and will make a determination as to whether there is sufficient evidence to take action.

1. If there is sufficient evidence to take action, the coordinator will do the following:
  - a. Record the incident in the student's academic record.
  - b. Report the incident to the Head of School.
  - c. Contact the parents to arrange a meeting to review the Academic Honesty Policy.
  - d. Set guidelines for appropriate completion of the assignment.
2. In cases of academic malpractice, students may not be given a mark for the assignment; nor may the assignment be submitted to IB for assessment. Revised assignments may be marked and/or submitted, assuming that all external deadlines are met.

## **INTERNATIONAL BACCALAUREATE RESPONSE TO ACADEMIC MALPRACTICE:**

IB expects that all incidents of academic malpractice will be handled at the school site. Stockton Collegiate's response is outlined above. In addition to an individual school's policy, candidates' work is also subject to random checks for plagiarism using a web-based plagiarism prevention service. In cases where IB examiners suspect malpractice, the following may and/or will occur:

1. IB will ask the coordinator to investigate the circumstances and report to the IB Examination Dept.
2. IB reserves the right to withhold candidate (or group of candidates) results until the investigation is completed.
3. Cases of suspected malpractice are presented to the final award committee which assesses the evidence and renders a decision.
4. Penalties are imposed according to the nature of the offense, never considering the consequences of imposing a penalty, and may include:
  - a. Not awarding a grade in a subject, thus not awarding a diploma; students may retake the exam in a future session, assuming malpractice is not repeated.
  - b. Preventing a student from registering for future exams (in cases of serious malpractice).
  - c. Withdrawing a certificate or diploma if malpractice is established subsequently.
5. No form of documentation will be sent by IB to any school, university, college, or admissions center. Universities will see, however, that no grade was awarded. (Academic Honesty, IB, July 2011)

# Stockton Collegiate Academic Honesty Agreement

Any and all work that I submit to any teacher for consideration and/or assessment will be my own authentic work. This includes homework assignments, formative assessments, summative assessments, and work that is to be submitted to IB.

I will learn the processes for acknowledging someone else's work or ideas and will appropriately acknowledge all uses of someone else's work or ideas. I understand that I can ask for help if I am unsure about what constitutes academic honesty in any of my assignments.

I will submit only work that I have completed independently.

I will not allow other students to copy or to submit work that I have completed.

I have read Stockton Collegiate International Schools' Academic Honesty Policy.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Acknowledgement:

I have read Stockton Collegiate International Schools' Academic Honesty Policy. I have reviewed it with my child.

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_