Academic Honesty

"As IB learners we strive to be principled. We 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 6)

This Academic Honesty policy outlines expectations of student behaviour that are consistent with the Halcyon mission:

> Building on the foundations of the IB, Halcyon is a thinking community, committed to holistic teaching and learning; nurturing engaged, reflective and responsible, life-ready, global citizens.

Principled learners avoid dishonest practices and learn the skills they need to give credit to the ideas of others. Some examples of dishonest practices are described below to help the Halcyon community come to a common understanding of academic honesty:

Plagiarism is when the ideas or words of another person are used without giving credit to the source of the words or ideas. Copying and pasting from a website without using quotation marks is one example of plagiarism. Copying an idea or argument or structure from a source is plagiarism even when the words are changed.

Collusion is when students turn in the same work. Copying homework from others or helping another student on a test is collusion. If a tutor or older sibling does much of a piece of work for a student, that can also be described as collusion.

Malpractice during an examination includes any inappropriate conduct that gives students an unfair advantage or disrupts the exam.

Fabrication or exaggeration of records of activities such as IBMYP Service as Action or IBDP Creativity, Action and Service entries in Managebac.

Teaching and learning for Academic Honesty

Educators at Halcyon will emphasize the importance of academic honesty within the classroom and in the wider school community. They will model academic honesty in their own work, create assessment tasks that encourage creativity and independent thinking, and give clear guidelines for crediting sources at each Grade level.

The IB Coordinators, the Digital Librarian and **Digital Learning Leader** play essential roles in guiding and supporting students as they learn good academic practice and provide tailored resources to both students and teachers.

Students must complete all assignments honestly; submitting their own independent work for assessment, without engaging in plagiarism, collusion or any other dishonest practice.

They will learn to give credit to the ideas of others and will:
  o Use bibliographies formatted in the MLA style to give credit to sources of information, pictures and images used in their work - from Grade 6.

- o Use quotation marks when using the words or phrases of others - from Grade 6.
- o Summarize and paraphrase the ideas of others while still giving credit to them - in Grades 7 and 8.
- o Use in-text referencing - in Grades 9 and 10 and onwards.

Parents are encouraged to support good academic practice at home.

Consequences of academic dishonesty

The consequences of academic dishonesty can be very serious. IB Diploma students may not receive their Diploma and their entrance into university can be jeopardized. Adults can lose their jobs and professional reputation. For this reason, we take very seriously our responsibility for ensuring that students understand and demonstrate academic honesty as they learn.

IBMYP Procedures

1. In the first instance, the work will not be assessed or graded. The teacher will review the requirements for academic honesty and make clear where the problem occurred. The student may be asked to redo the work. The teacher will tell the student's advisor about the problem.

2. In any second instance involving the same student, the work will not be assessed or graded. The teacher and advisor will meet together with the student to review the requirements for academic honesty and make clear where the problem occurred. The student may be asked to redo the work. Parents will be engaged and the IBMYP Coordinator will be informed.

3. Any further instances of academic dishonesty by the same student will be considered serious breaches of the academic honesty policy. The IBMYP Coordinator who will meet with the student, parents and teacher, and a record of the incident will be placed in the student's file. Halcyon reserves the right to pass this information on to any receiving schools or, in Grades 9-10, colleges and universities.

IBDP Procedures

1. In a first instance of academic dishonesty, the work in question will be given a grade of zero. The student will redo the work and resubmit the assignment for a new grade. Both grades will be taken into account when determining term grades on the report card.

   The teacher will inform the IBDP Coordinator and the parents about the incident. The student will meet with the teacher to review this policy and submit a written reflection to the teacher and the IBDP Coordinator.

2. In any second instance, the work in question will be given a grade of zero. The student will redo the work under supervision and resubmit the assignment for a new grade. Both grades will be taken into account when determining term grades on the report card.

   The IBDP Coordinator and the Director will meet with the student and parent to discuss the seriousness of the situation.

3. Any further incidents of academic dishonesty will be considered serious breaches of this policy and may jeopardise a student's Diploma. Halcyon reserves the right to report cases of academic dishonesty to any university that requests this information. Halcyon reserves the right to not submit student internal assessments to the IB if this material cannot be verified as the unaided, and appropriately referenced, work of the student concerned.

Bibliography

Carroll, Jude. *Academic Honesty in the IB*. Publication. Geneva: International Baccalaureate Organization, 2012. Web.

IBO. *What Is an IB Education?* Publication. Geneva: IBO, 2013. Web

IBO. Academic honesty in the IB educational context, Cardiff, 2014

IBO. Effective citing and referencing, Cardiff 2014.

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This policy will be reviewed in accordance with the curriculum review cycle, or more regularly in light of any significant changes in statutory requirements and legislation.