



Principals' Training Center *PTCnet Survey*

Topic Plagiarism Policy in International Schools

Query What is the plagiarism policy in your school?

Date November 2010

Query Submitted and collated by Steven J Hupp, Principal, The American School of Kinshasa

Total number of responses

Individual responses

In our middle school (grades 6-8) I wouldn't say that academic dishonesty is prevalent, but it does come up from time to time. When it does, the student in question receives an 'incomplete' on the assignment. If another student is involved (i.e. allowed his/her work to be copied) they are seen as just as responsible and also receive an 'incomplete' on the assignment. We separate student achievement grades from their work/learning habits. Since we do not have sufficient evidence from the assessment in question to ascertain whether or not they have met the standard, so no grade is awarded. Students are however required to complete a 'values-reflection' sheet, which asks them to reflect upon their behavior and how it compromised our school values, as well as come up with a way to avoid a repeat performance of this behavior. This form is brought home to discuss with family and is signed, brought back to school and a conversation is initiated with our counselor and/or associate principal regarding the discussion that took place at home. The form is kept in the student file.

Since we separate achievement grades from work/learning habits, the learning habit section of our report will reflect this struggle. With regards to the assessment in question, how we progress depends on a few things: Do we already have sufficient evidence on prior assessments to indicate proficiency with regards to the standard?

Was the assessment formative or summative in nature? How much time is left in the reporting period?

Best case scenario: there is still sufficient time for the student to demonstrate mastery of the standard in question. However, the student must put in time prior to the opportunity for reassessment. This may mean completing all incomplete homework assignments (if they exist), completing an error-analysis worksheet (identifying areas of challenge), teacher-meetings after school, etc.





Principals' Training Center *PTCnet Survey*

Worst case scenario: It may be that it is not possible to offer the student a chance to make up the work or take a retest. In this case the incomplete stands. As a standards-based school, we must now make a determination as to where the student is relative to the standard in question. This may result in academic probation for the student. The difficult part to this is not assigning a zero to these assignments. Teachers want to have an academic penalty for such transgressions, but this would not be an accurate reflection of student achievement. It does however speak volumes about their work habits, which are just as important.

ACADEMIC ETHICS & PLAGIARISM POLICY

CAT students are expected to maintain the highest degree of academic ethics. This means putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

Understanding Plagiarism...

Whenever a writer includes in an essay, or other forms of writing, information, ideas, or words obtained from any other written source, the writer must acknowledge the source in accordance with the conventions of documentation. (Messenger, 559)

Plagiarism, whether intentional or not, occurs when the writer fails to credit information, ideas, or words that are not his/her own. Penalties for plagiarism are usually severe. (Gehle, 223)

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Colegio Americano de Torreon.

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting it as your own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as your own
- submitting purchased papers as your own
- submitting papers, or portions of papers, from the Internet written by someone else as your own
- supporting plagiarism by providing your work to others, whether you believe it will be copied or not

Cheating: Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Colegio Americano de Torreon.





Principals' Training Center *PTCnet Survey*

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts.

Cheating includes such behaviors as:

- copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original work
- giving or receiving answers during tests or quizzes.
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.

Repercussions (Consequences)

Any student who is caught cheating or plagiarizing will receive a grade of "zero" for the academic work involved, parent(s) of the student(s) will be notified, and the incident will be reported to the Office of Academic Affairs. When work is copied from another student, both students will be penalized with a grade of "zero," and be referred to the Office of Academic affairs. Grades of "zero" which are the result of any form of academic dishonesty are irrevocable and students will receive an In-school suspension. **Subsequent offenses will result in multiple day suspensions, and the student may be referred for Academic Probation.**

Responsibilities for Students:

No student needs to cheat or plagiarize. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize. The following behaviors promote true student achievement:

1. Be prepared and set aside sufficient time to study. Try to keep to a realistic schedule balancing academic obligations and your social and personal life.
2. Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.





Principals' Training Center *PTCnet Survey*

3. If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
4. Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.
5. Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject.
6. Assignments should be considered individual unless the instructor states otherwise.
7. Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
8. Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.
9. If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.

Parental Responsibilities

- Communicate to the student values of moral and ethical behavior
- Refrain from placing undue pressure for high grades
- Be aware of a student's need for a quiet time and a place to study
- Support the student's efforts, but will not edit, type, or in any other way do the student's work
- Encourage the wise use of time

Teacher Responsibilities

- Make the classroom policy known to all students
- Be specific as to whether work is to be cooperative or individual
- Prepare students for tests and test on the test days
- Carefully proctor tests so as not to tempt any to cheat
- Secure grade books and mark documents so that grades are private
- By precept and concept support these ethical commitments

AHIS rules state that cheating is given a zero. The teacher does the following: Teacher informs the student that they are cheating (points out what the cheating is) and will receive a zero.





Principals' Training Center *PTCnet Survey*

Teacher sends the task that has been cheated on with information to the Director of Student Affairs who informs the parents.

We do not have numbers on prevalence of cheating, but as in many schools it does happen.

AHIS considers plagiarism cheating and the work is given a zero. The teacher does the following:

Teacher informs the student the work is plagiarized (points out the plagiarism in the paper) and will receive a zero

Teacher sends the paper with information to the Director of Student Affairs who informs the parents.

We do not have numbers on prevalence, but we have many EEL in school so it does happen.

With the internet, plagiarism is a constant issue. We are quite strict with it (...any incident results in a '0' grade). We also run a common unit on research expectations at the start of the year and specifically teach what plagiarism is and how to prevent it.

We're considering an online software, *tun it in .com*, that will give indications of how much and from where a document was plagiarized. It's an on-going discussion.

Academic Honesty

All UNIS students are expected to uphold the highest levels of academic honesty.

Plagiarism is defined as presenting someone else's work as your own. If you use other people's work then you need to give them credit by citing what you use whether it is text, pictures, sound or any other format. Students must cite references in proper style and format. Cheating during a test or examination is defined as copying answers from another student, notes from papers and notes and messages contained in any electronic form i.e. calculator or mobile phones.

In case of plagiarism or cheating a "0" will be assigned to that piece of work. Students who knowingly allow other students to copy will also be assigned a "0" for that piece of work. In both cases, parents will be notified. In the case of repeated plagiarism or cheating, a suspension and/or expulsion may result. On major assignments students are required to keep copies of all notes, concept maps, plans and drafts in case any problems arise.

2. ACADEMIC INTEGRITY AND HONESTY

ISSH Philosophy on honesty and integrity:

ISSH students are expected to work honestly and strive to enjoy learning for the sake of learning.

Goal Two: A deep respect for intellectual values B. The school provides a rigorous education that incorporates all forms of critical thinking and inspires a life-long love of learning.

- 11 -





Principals' Training Center *PTCnet Survey*

I. PLAGIARISM

Students need the skills of interpretation and analysis in order to process the wealth of information available. How information is interpreted and analyzed is important, not finding and regurgitating it. The processing of information leads to insight and understanding on the part of the student, also develops voice and style to bring a unique perspective to the material. Deliberately claiming to have authored something that has been copied from an outside source is regarded as plagiarism of information. It is academically dishonest.

What is Plagiarism?

According to the Merriam-Webster Online Dictionary, to "plagiarize" means to steal and pass off the ideas or words of another as one's own to use another's production without crediting the source to commit literary theft to present as new and original an idea or product derived from an existing source

Plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

All of the following are considered plagiarism:

turning in someone else's work as your own copying words, homework or ideas from someone else without giving credit failing to put a quotation in quotation marks giving incorrect information about the source of a quotation changing words but copying the sentence structure of a source without giving credit copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

How can it be avoided?

Most cases of plagiarism can be avoided by citing sources. Simply acknowledging that certain material has been borrowed, and providing an audience with the information necessary to find that source, is usually enough to prevent plagiarism. Students must follow the subject teacher direction on how to cite. Also consult Write for College or Write Source for information on citing. A good rule of thumb is: when in doubt, cite.

Students should start working on assignments well in advance of the submission date as plagiarism can be seen as a way out when feeling overwhelmed. Good time management is a worthy skill to acquire.

All research papers and essays should include a Bibliography if any outside sources of information are used.

Procedure for Principals:

Subject teachers should teach research skills and practice, note-taking techniques, paraphrasing, appropriate use of text and the compilation of a bibliography specific to their subject area.

Explain what is acceptable use of simple factual information in the context of particular assignments.

Where appropriate, explain and use turnitin.com software, a web based tool that detects plagiarism.

- 12 -

Ensure that students for whom English is a second language are given many examples of what plagiarism entails. Strategies for research skills and note taking should be taught.





Principals' Training Center *PTCnet Survey*

Inform the principal when cheating/ plagiarism has been confirmed.
Provide evidence that plagiarism has occurred.

Procedure for Principals:

The principal of the division must investigate a reported case of plagiarism with great care.
The principal in consultation with the subject teacher determines the consequences.
The principal keeps a record of all cases of plagiarism.

Possible consequences:

Most colleges and universities have zero tolerance for plagiarists.
Academic standards of intellectual honesty are often more demanding than governmental copyright laws. At university, a plagiarized paper almost always results in failure for the assignment, frequently in failure for the course, and sometimes in expulsion.

If an ISSH student has plagiarized:

She must re-do the assignment if it is the first incidence of plagiarism by the student. The teacher of the subject and the principal of the division must determine the timeframe.

The incident will be recorded on the student file. If she does not plagiarize again, the record will be removed when she leaves ISSH.

If a student plagiarizes again, she will be given an F and the record is not removed from her file.

All incidents of plagiarism have to be reported to the parents of the student concerned.

Sources:

ISSH Heads of Department

Adapted from What is Plagiarism? Plagiarism.org. Accessed July 5, 2009.

http://www.plagiarism.org/learning_center/what_is_plagiarism.html [REPRINT & USAGE RIGHTS: In the interest of disseminating this information as widely as possible, plagiarism.org grants all reprint and usage requests without the need to obtain any further permission as long as the URL of the original article/information is cited.] II. CHEATING What is cheating?

A deliberate attempt to get an unfair academic advantage with deception and dishonesty during assessment tasks

All of the following are considered cheating:

copying someone homework

misrepresenting someone else work as one own working collaboratively on an assignment which has been specifically stated to be completed individually - 13 - pre-prepared answers and cheat sheets in tests (handwritten and electronic)

copying an answer from another test taker steal/obtain and copy a test or exam in advance having a tutor/parent/sibling do homework assignment using internet resources on an assignment which has been stated to be done by the student downloading a prepared paper/essay from an internet site (Plagiarism?) copying answers from back of textbook turning in someone else old project/homework How can it be avoided?

STUDENTS should



Principals' Training Center *PTCnet Survey*

understand that cheating is unethical and intellectually dishonest be honest and choose not to cheat be well organized and manage their time well in order to prevent the temptation to cheat trust own judgment and seek help from the teacher when unsure

TEACHERS should

assign assessment tasks which encourage personalization let students know when it is acceptable to work together be vigilant during tests and monitor constantly enforce a „no talking policy during assessments in class create different tests and vary the content of test each school year make students aware of consequences make expectations clear to students by providing clear instructions before each assessment task

Procedure if a student is caught cheating:

collect evidence of occurrence of cheating deal with minor offences at the classroom level report incident to relevant HOD and Principal if serious

Procedure for Principals:

meet with student and report to parents at the Principal discretion record on student file determine consequences

Possible consequences (dependent on extent of cheating):

F grade on assignment or test
no opportunity to retake
goes on student file permanently
after hours community service at school if repeat offense, suspension

Sources:

ISSH MS and HS faculty

ACADEMIC HONESTY

Good practices of academic honesty are introduced, taught, modelled and used throughout the School. If a student is unsure of the expectations outlined below, she/he should ask a teacher for advice.

High School

This policy should be used in conjunction with a ' Guide to Referencing and Citations' given to all High School students and Secondary School teachers.

Malpractice

ISL adopts the IBO's definitions of malpractice:

- 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, such as copying or allowing one's work to be copied or submitted for assessment by another student





Principals' Training Center

PTCnet Survey

- duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- any behaviour that gains an unfair advantage for a student, or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

Malpractice in internal and external examinations

- During an examination, and at other times specified by the invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute malpractice, resulting in appropriate action by the school and/or the examining board.
- All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any copying, collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute malpractice, resulting in appropriate action by the school and/or the examining board.
- The impersonation of another candidate will be treated as malpractice.
- If a candidate finds that he or she has accidentally taken unauthorized material into an examination, this material must be given to the invigilator immediately. Failure to do so may lead to an allegation of malpractice against the candidate.

Intellectual property

This can take many forms such as patents, registered designs, trademarks, moral rights and copyright. These should be respected and are normally protected by law.

Consequences of malpractice

If, after an investigation, it is determined that a student has violated the academic honesty policy, his/her work will be subject to disqualification, and the student's homeroom and subject teachers will be notified of the incident. Students who are found to be academically dishonest will not be eligible for the Honor Roll for the semester during which the incident occurred, they will receive an incident report, and they will be subject to suspension.

If a student is found to be guilty of malpractice during external examinations (for example IBDP), the school is obliged to inform the examining board, which will take appropriate action. Consequences may include disqualification for a component, subject or, in extreme cases, the IB Diploma.

Middle School

At ISL, one of our core values is 'honesty' and this also extends to work submitted by students for assessment. The values that lead to personal integrity and how learners should behave in the assessment process are part of the Middle Years Programme Approaches to Learning (ATL). ATL skills are taught by all subject teachers. Academic honesty is a serious matter and all members of the School community need to be aware of the School's expectations.

In Years 7-9 an academically honest student:





Principals' Training Center *PTCnet Survey*

- Acknowledges the source of direct quotations
- Uses quotations when another person's exact words are used
- Acknowledges ideas and pieces of information found in sources such as: books, the internet and encyclopaedias
- Knows how to construct a bibliography (Harvard System – details in the MS homework diary).
- Abides by the rules of tests and exams by not communicating in any way with, seek assistance from, or give assistance to, any other student whilst the examination or test is in progress.
- Only uses notes in a test when instructed by a teacher to do so
- Submits their own work and does not copy from another student
- Does not do work/homework for another student

Students in the Middle School will be shown how to use all forms or sources in their work. Specifically, it is important that students are taught how to acknowledge the ideas of others and know what plagiarism is.

Consequences

If a Middle School student is found to be academically dishonest, the student will be asked to resubmit the work and the students' homeroom and subject teachers will be notified of the incident. An Incident Report will be sent to the student's parents and counselling provided. If the student is found to breach the Academic Honesty Policy a second time, he/she would be subject to suspension from the School.

When a student is involved in a case of plagiarism, he is called in my office and I ask him to call his parents to tell them what he did. We then write an incident report that goes in his file and the student is told that if it happens one more time we will have to inform the colleges he will be applying to in senior year. Basically one incident is tolerated during the 4 years of high school.

The student also gets a zero on the assignment (which I am not very happy with).

We just use the IB guidelines for Academic Honesty...this is on our school website and links directly to that document:

Citing Your Sources

Whenever you prepare an essay, report or presentation that involves research, inevitably you read the ideas & opinions of others. And if you use these ideas in your own work, you **MUST** acknowledge them. This is called "citing your sources."

However, if you use someone else's work and pass it off as your own, then you've committed "plagiarism".

Plagiarism is...





Principals' Training Center *PTCnet Survey*

- Copying a paper from the Web.
- Using a friend's paper.
- Using a paper that was written for another class.
- Copying a writer word-for-word without quotation marks.
- Paraphrasing inadequately & changing just a few words while keeping grammar and other aspects of the text the same.
- Using another person's ideas or facts without attribution.

It's wrong because...

- It's cheating. It's also lying, and it's usually stealing.
- It insults your teacher, your fellow students, MIS, and yourself.
- It deprives the true authors of credit for their work.
- It deprives you of a part of your education -- doing your own thinking is how you learn.
- It prevents your readers from discovering where to go for more information on the topic.

Academic honesty is a very serious issue at MIS. As an IB school, MIS obliges all teachers and students to conform to the guidelines described in the IBO publication "[Academic Honesty: Guidance for Schools](#) "

Avoiding Plagiarism

Guidelines for citing your sources are explained in the "[MIS Guide to Referencing Your Work](#)" This guide uses the format provided by the [Modern Language Association](#) which produces a handbook for writers of research papers.

Academic Honesty at Franklin D Roosevelt

Our Mission is to: "empower our students to pursue their passion for learning, lead lives of integrity and create socially responsible solutions"





Principals' Training Center *PTCnet Survey*

FDR's mission statement encourages all students to act in a responsible manner. An important aspect of being a responsible student is to practice academic honesty. Cheating therefore will not be condoned at FDR.

Academic honesty means acting with integrity in all your school work by making sure that all your work is your own and not copied from friends, books, the internet or any other source.

Academic dishonesty is therefore defined as submitting as your own work that which is not your own.

Academic dishonesty comes in three main forms, but is not limited to:

Malpractice

Gaining an unfair advantage in a class or homework assignment.

E.g. Unauthorized help from friends, parents, tutors or siblings on what should be an individual assignment.

Collusion

Assisting someone to cheat.

E.g. allowing one's work to be copied or handed in by another student.

Plagiarism

The act of presenting another's words and ideas as one's own without crediting the source - this includes the internet. Paraphrasing material or an original idea without properly acknowledging the source.

Falsification of documents and/or signatures will be treated as academic dishonesty

Any student guilty of academic dishonesty will face the following consequences:

First Offense

No mark for for the work.

Must re-do but will not get the mark for the work.

A report to the Dean of students will be sent followed by a meeting with the Dean of Students and the teacher concerned with student.

Letter home to parents copied to the student's file.

The student's actions will be recorded in the power school log to allow the school to identify a pattern of academic dishonesty by the student, should one develop.





Principals' Training Center *PTCnet Survey*

Second Offense

No mark for the work.

Must re-do but will not get the mark for the work.

A report to the Dean of students will be sent followed by a meeting with the Dean of Students and the teacher concerned with student.

Letter home to parents copied to the student's file.

The student's actions will be recorded in the power school log to allow the school to identify a pattern of academic dishonesty by the student, should one develop.

Student loses the privilege of being part of the community and therefore will have an in-school suspension for one day.

No credit given this day for class.

A meeting with the parents.

Third Offense

No mark for the work.

Must re-do but will not get the mark for the work. A report to the Dean of students will be sent followed by a meeting with the Dean of Students and the teacher concerned with student.

Letter home to parents copied to the student's file.

The student's actions will be recorded in the power school log to allow the school to identify a pattern of academic dishonesty by the student, should one develop.

Student loses the privilege of being part of the community and therefore out of school suspension for one day.

No credit given these days for class.

A meeting with the parents.

Class credit will be reviewed in all classes and consequences of review will be reflected on the transcript.

Length of time for academic honesty to be accrued

The process is a 2 year one, which starts at the beginning of 9th grade and 11th grade

How students can avoid academic dishonesty

Always strive to do all your work on your own. Do not give your work to another student.

If you use someone else's words and thoughts, acknowledge them. Learn how to cite





Principals' Training Center *PTCnet Survey*

(reference) sources using the appropriate style. When in doubt, ask your teacher or a librarian.

How the school will help

At the beginning of each year, homeroom teachers will provide seminars showing examples of academic dishonesty and providing examples of good practice.

Approaches to Learning will guide you in making the right choices.

As a deterrent the school will use computer software (turnitin.com) to spot check for plagiarism.

Design tasks that facilitate academic honesty

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Updated Sept'09

As a former English Teacher I can honestly tell you that 90% (at least) of plagiarism cases are an educational issue and result from poorly designed/assigned projects or lack of proper instruction on how to properly cite sources/incorporate research information into assignments. These are both difficult skills and require a lot of practice. Teachers do two things wrong here. They do not break down an assignment into manageable chunks, which even advanced students need. They do not give students enough writing assignments. Students need to practice and writing more short assignments in the school year is more effective than few longer assignments, although you do need one or two longer assignments in there.

In fairness English Teachers and Social Studies Teachers feel that they have to read every word of everything they assign but this is not the case. Have a very specific objective and grade that objective within a paper. Teachers can scan papers and provide effective feedback on the learning objective. Students learn more by doing more and getting quick feedback on it.

If an assignment is structured as a home writing assignment without any specific requirements or chunked components then students are tempted to download from the internet. I can guarantee you that if your teachers are asking for notes, outlines, and





Principals' Training Center *PTCnet Survey*

drafts before grading the final product then students will not have the opportunity to copy an entire paper. Period.

Now, for cheating and dishonestly on tests and such we have a step system here at our school. The system is 0 on the assignment for first offense, possibility of failing the trimester for a second offense, possibility of failing the course for a third offense. Parents need to sign off on all three steps. In a year and a half, I have only had one or two cases even get to the second step.

Academic Honesty Procedures for High School Students

ACS Hillingdon is committed to academic honesty and will ensure that all students in the high school are aware of its meaning and significance. While we trust that all students enrolled in the school will submit work that is their own and is appropriately referenced, we feel the need to give some common guidelines to avoid any misconceptions or misunderstandings. We also believe that it is important to set out the consequences for students if they submit work that falls below the academic honesty standard of the school.

ACADEMIC HONESTY AND MALPRACTICE

Academic honesty is “a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment”. Since it is often easier to explain what constitutes academic **dishonesty** (malpractice) as it can take many forms, a non-exhaustive list can be found below:

- 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.
- Publishing: taking the work and materials, photographs, voice or video recordings of a teacher or another student with or without his or her knowledge
- 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



Principals' Training Center *PTCnet Survey*

courses without the consent of all teachers involved.

- Falsifying data: creating or altering data that has not been collected in an appropriate way, including the videoing or taping of class/classroom materials
- Collusion: helping another student to be academically dishonest, ie. giving work to another student to copy and submit as his/her own
- Deception: giving false or misleading information about work when not submitted on a deadline

PROCEDURE FOR INVESTIGATING SUSPECTED CASES OF ACADEMIC DISHONESTY

If a teacher or another member of staff suspects that a student may have breached the school's standards of academic honesty, he or she will inform the relevant curriculum coordinator (AP, DP, MYP). Together they will investigate the matter and will inform the student of the concerns of the teacher, giving the student the chance to reply to any charges.

THE CONSEQUENCES OF ACADEMIC DISHONESTY

Any student who has been found to be academically dishonest in any of the above ways or otherwise will discuss the matter with his/her teacher, the incident will be communicated to his/her parents as well as the Principal, and a record will be placed into his or her student file. The student will receive no grade for the assignment involved in the incident. If the work was an official piece of external coursework, it will not be accepted, but, if there is time to produce a new assignment before the school's internal deadline, the student will be allowed one chance to resubmit another piece of work in its place. If there is not time for the student to produce new work, he or she will normally not receive a grade for the work *Please see over*

Subsequent academic honesty violations will result in the matter being referred directly to the Principal for disciplinary action. Parents or guardians will be called to the school and measures taken to ensure that the student understands the gravity of the issue. These include in-house or external suspensions. In extreme cases a recommendation for expulsion may be advised.

THE RESPONSIBILITIES OF STAFF, STUDENTS AND PARENTS

ACS Hillingdon will endeavour to assist students to be academically honest. In order to do this, certain steps need to be taken by all the parties involved in a student's education.

Teachers should explain what this policy means to students in the specific terms of the





Principals' Training Center *PTCnet Survey*

work that they are asking students to produce. They should also speak to students regularly during the drafting of work, when the student/teacher interaction is more collaborative than evaluative. They should also model good practice. Whenever possible, students should be able to submit electronic copies of any work to their teacher or the relevant curriculum coordinator for such verification at any time. It is recommended that students keep all rough notes and drafts that they produce in preparing work for submission to teachers or examiners so that they may verify the authenticity of their work

Students should 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.

Parents should speak to their children about the need to be honest and why it is important to be so in terms of academic progress.

The Coordinators should 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 should investigate any suspected breaches of the standard in an open and fair way. Their recommendations to the Principal should be clear and reasoned.

The Principal or the Head of School will decide each case on its merits and should communicate his or her decisions clearly to all of those concerned with reasons for any findings.

References:

International School of Moshi Academic Honesty Policy
IB Academic Honesty Policy

We have a published policy, and procedures that deal with plagiarism in the HS. Our goal however is to AVOID it - so we emphasise the teaching of citation, note-taking skills, paraphrasing etc. Our teacher librarian works closely with teachers and students.





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Our Grade 11, and new 12 students sign a form at the start of the year saying they understand the school and IB stand on plagiarism. We treat the first event as a learning experience, but after that have parents in. Our final sanction might include exclusion. As far as IB final assessments go - we follow their procedure.

Most students who have fallen short of academic honesty have language issues, and struggle to write coherently, so copy. Sometimes students are not managing their workload well and resort to a quick fix. Sometimes students genuinely do not understand what is not acceptable. And sometime students choose to do the wrong thing.

Having said this, we would not say there is prevalence in our school, as we try to educate the kids as much as possible. However, every year we will deal with these difficulties!

Our handbook states *ACADEMIC HONESTY*

Good practices of academic honesty are introduced, taught, modelled and used throughout the School. If a student is unsure of the expectations outlined below, she/he should ask a teacher for advice.

High School

This policy should be used in conjunction with a ' Guide to Referencing and Citations' given to all High School students and Secondary School teachers.

Malpractice

ISL adopts the IBO's definitions of malpractice:

- 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, such as copying or allowing one's work to be copied or submitted for assessment by another student
- duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- any behaviour that gains an unfair advantage for a student, or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

Malpractice in internal and external examinations





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- During an examination, and at other times specified by the invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute malpractice, resulting in appropriate action by the school and/or the examining board.
- All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any copying, collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute malpractice, resulting in appropriate action by the school and/or the examining board.
- The impersonation of another candidate will be treated as malpractice.
- If a candidate finds that he or she has accidentally taken unauthorized material into an examination, this material must be given to the invigilator immediately. Failure to do so may lead to an allegation of malpractice against the candidate.

Intellectual property

This can take many forms such as patents, registered designs, trademarks, moral rights and copyright. These should be respected and are normally protected by law.

Consequences of malpractice

If, after an investigation, it is determined that a student has violated the academic honesty policy, his/her work will be subject to disqualification, and the student's homeroom and subject teachers will be notified of the incident. Students who are found to be academically dishonest will not be eligible for the Honor Roll for the semester during which the incident occurred, they will receive an incident report, and they will be subject to suspension.

If a student is found to be guilty of malpractice during external examinations (for example IBDP), the school is obliged to inform the examining board, which will take appropriate action. Consequences may include disqualification for a component, subject or, in extreme cases, the IB Diploma.

Middle School

At ISL, one of our core values is 'honesty' and this also extends to work submitted by students for assessment. The values that lead to personal integrity and how learners should behave in the assessment process are part of the Middle Years Programme Approaches to Learning (ATL). ATL skills are taught by all subject teachers. Academic honesty is a serious matter and all members of the School community need to be aware of the School's expectations.

In Years 7-9 an academically honest student:

- Acknowledges the source of direct quotations
- Uses quotations when another person's exact words are used
- Acknowledges ideas and pieces of information found in sources such as: books, the internet and encyclopaedias
- Knows how to construct a bibliography (Harvard System – details in the MS homework diary).
- Abides by the rules of tests and exams by not communicating in any way with, seek assistance from, or give assistance to, any other student whilst the examination or test is in progress.
- Only uses notes in a test when instructed by a teacher to do so
- Submits their own work and does not copy from another student





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- Does not do work/homework for another student

Students in the Middle School will be shown how to use all forms or sources in their work. Specifically, it is important that students are taught how to acknowledge the ideas of others and know what plagiarism is.

Consequences

If a Middle School student is found to be academically dishonest, the student will be asked to resubmit the work and the students' homeroom and subject teachers will be notified of the incident. An Incident Report will be sent to the student's parents and counselling provided. If the student is found to breach the Academic Honesty Policy a second time, he/she would be subject to suspension from the School.

We do have incidents at a relatively minor level quite frequently. This usually comes from students who have put themselves under severe time limitations by simply leaving things too late. We are an IB school throughout, so we have used a fair few of their documents as a basis for our own. For the extended essay they are all passed through Turn It In and we have assemblies for middle school and high school, as well as specific workshops for students in Year 11 and again in Year 12.

As you can see, the consequences are less severe in middle school compared to high school. Any breach always involves counselling of some sort, so they can see why it is an issue. I don't think it is something we will ever stamp out completely

Here is what we post in our student agenda.

We try to put most of our energy on the front end educating students about citations, having them submit papers through turn it in.com, etc.

Academic Integrity

Academic integrity can be defined as a commitment, even in the face of adversity, to five fundamental values: honesty, truthfulness, fairness, respect and responsibility. Academic honesty is required at all times as it promotes learning; dishonesty impairs it. Students must avoid all forms of academic dishonesty including cheating, copying, giving answers, plagiarism (taking credit for the work of others), false authorship, misuse of technology and theft or pre-examination of tests.

Problems involving academic dishonesty may appear on the student's official transcript, which follows the student from school to school, for the rest of his/her academic career.

Academic Honesty

You need to be aware of the importance of academic honesty in all of your classes. The following information is intended to help you understand what academic dishonesty is, and the consequences of academic dishonesty. After you have finished **reading** this information, and you feel sure that you understand it thoroughly, please sign *The Statement of Understanding* at the end of this document.



Principals' Training Center *PTCnet Survey*

Your signature will indicate that you understand what academic dishonesty is, and that you are prepared to bear the consequences of academic dishonesty if you practice it in any class.

PART I: What are the most common forms of academic dishonesty?

A. PLAGIARISM

- a) Plagiarism is when an individual uses another person's ideas, expressions or writing as if they were his/her own.
- b) **Copying verbatim** – This is the most common form and happens when an individual copies words, expressions or ideas directly from another source (such as a book or article, the internet, or another person) *without giving proper credit to the author.*
- c) **Paraphrasing** – This is when an individual borrows written ideas from a source and rewrites them in his/her own words, *without giving proper credit to the author.*
- d) **Use of an idea** – This is when an individual adapts an idea from another source *without giving proper credit to the author or creators.* This could happen, for example, when you are asked to write an original piece, such as a short story, and you borrow an idea from a movie, TV program, article or classmate *without acknowledging the original source.*

NOTE: You *can* use other people's ideas. Just give credit where it is due by acknowledging your source.

B. CHEATING ON TESTS AND QUIZZES

- a) bringing answers into the test room
- b) copying from another student
- c) sharing answers with another student
- d) using unauthorized notes or technology
- e) theft or pre-examination of a test

C. ASKING/TELLING OTHER STUDENTS WHAT IS ON A TEST OR QUIZ

D. COPYING/SHARING HOMEWORK

E. TAKING CREDIT FOR WORK THAT YOU DIDN'T DO

(e.g. not acknowledging the assistance of a parent, friend, or tutor)

PART II: What happens when a student is involved in academic dishonesty?





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The teachers and administrators of ASFM expect all students to do their own work and not submit as their own ideas that are copied or borrowed from another source. This expectation refers to ALL assignments (homework, in-class assignments, essays, tests, lab reports, projects, presentations, etc.). All cases of academic dishonesty will be reported to the administration (team leader, assistant principal, and/or principal) and properly documented in each student's file. **Please see Academic Integrity under section IV, Student Expectations.**

Definite Consequences:

- a) student loses credit for the assignment or test
- b) student redoes the assignment
- c) parents are informed of the incident

Possible Consequences:

- a) Principal's detention
- b) Academic/behavioral contract
- c) In-school suspension
- d) Out of school suspension
- e) Summer school
- f) Expulsion from school

Statement of Understanding

STUDENT: I understand what academic dishonesty is, and how to avoid it. I am prepared to bear the consequences of academic dishonesty if I practice it in any of my classes. My signature is evidence of my understanding.