



International School of the Gothenburg Region

Middle Years Program

Academic Honesty Policy

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Principles:

At ISGR we strive to nurture lifelong learners, who are *principled and reflective*. Our goal is for the students to inquire, use information in an appropriate way, and continually develop research and inquiry skills.

Principled students act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of all people. They take responsibility for their actions and their consequences.
(Academic honesty in the IB educational context)

Reflective students thoughtfully consider the world and their own ideas and experience. They work to understand their strengths and weaknesses in order to support their learning and personal development. (Academic honesty in the IB educational context)

Communicating students take part in the academic conversation. They build an awareness of authors and works and refute/refine/build upon earlier contributions. They also learn the proper language for this: references/citations etc.

All members of the school community, including students, teachers, administrators and parents, need to abide by the ethical standards in our Academic Honesty Policy.

Aims:

The aims of this Academic Honesty Policy are:

- To explain what academic honesty means
 - To promote ethical use of material and resources
 - To promote honest work methods at ISGR
 - To give guidelines to the school community on the procedure if academic misconduct occurs
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What is Academic Honesty?

- Acknowledging other people's work and ideas within your own
- Producing an authentic piece of work
- Proper conduct during tests and exams
- Follow the social customs in the academic world

What is Academic Dishonesty?

- Plagiarism
 - Cheating
 - Accomplice to cheating
 - Duplication
 - Using tools inappropriately (such as Google Translate, etc.)
 - Collusion
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Definition of Concepts:

Authentic Authorship

Authentic authorship is when **your** piece of work is based on **your** own original ideas and any ideas from others are fully acknowledged. To be able to do this, you need to use resources that support your ideas as well as to cite these resources appropriately.



Paraphrasing

In writing an essay, we often use our own words to put over someone else's thoughts and ideas. While there are some words that we cannot change (especially the names of people, places, chemicals, and so on), we should use our own words for as much as we can of the rest of the passage. We should also aim to change the structure of the passage, perhaps by reordering the thoughts and ideas.

When we paraphrase, we need to make it very clear where the original author's ideas start and where they finish. If we include our own examples, we should make it clear that these are our thoughts and not those of the original author. (Effective Citing and Referencing, pg 11)

Quoting

When we use someone else's **exact** words, we quote that original author, and we show this is a quotation by using quotation marks. Longer quotations may be indicated by the use of an indented paragraph (without quotation marks). As well as indicating the words quoted, we must also acknowledge the author by using an in-text citation, the citation in turn linking to a full reference.

Quotations should normally be used sparingly and carefully; essays on literary subjects or from historical documents might include more quotations than other essays. (Effective Citing and Referencing, pg. 12)

Concepts in the CRAAP-test used by students to evaluate their sources. CRAAP worksheet is a library resource and can be found in the Library folder at G:/

C-Currency

R-Relevancy

A-Authority

A-Accuracy

P-Purpose

Misconduct

Misconduct means any act of academic dishonesty.

Plagiarism

Plagiarism means using someone else's language, structure, or ideas without stating the name of the original author or where the information came from.



Plagiarism includes:

- Copying text, images, ideas or diagrams from somebody else's work without citing the source
- Reformulating the content of somebody else's work without citing the source
- Translating word-for-word from another language without clearly indicating that it is a translation.

Cheating

Cheating is when you deliberately choose to gain an unfair advantage in an assessment or assignment situation.

This means:

- Copying another student's work
- Copying teacher assessments
- Using illicit notes during an assessment/assignment
- Using tools inappropriately to work dishonestly (such as Google Translate, etc.)

Accomplice to Cheating

Accomplice to cheating or collusion is when you help another student to cheat.

Examples on accomplice to cheating:

- Supply work (your own or others') to a student with the intent to cheat
- Provide information on how to obtain another student's original work or teachers' assessments

Duplication

Duplication is when you hand in the same work for different assessment tasks or different subject areas.

Collaboration vs. collusion

Collaboration is when you produce a piece of work while working together with another student/s. The students do not copy or submit each other's work for assessment.

Collusion, on the other hand, would be if you are working together with a student and you both decide to use one of your pieces of work for the same assignment.



Responsibilities:

Whole School Community

- Understand what academic honesty means

Student Responsibilities

As a student at ISGR you will ensure that:

- All work you hand in is your own authentic piece of work
- You strive to correctly acknowledge other people's ideas and work
- All citing of resources is done by MLA (Modern Language Association) standards
- You review your piece of work before turning it in, double-checking complete acknowledgement of all sources
- If academic dishonesty is suspected, you can prove that the piece of work is your own and that it hasn't been plagiarized
 - Examples of proof: notes, brainstorming documents, outlines, other planning documents

Teachers and Librarians

At ISGR teachers/librarians will ensure that the students:

- Recognize an authentic piece of work and intellectual property
- Support the school's Academic Honesty Policy
- Are taught the ATL (Approaches to Learning) skills needed to create an authentic piece of work
- Are taught how to cite work in MLA (Modern Language Association)

Teachers will also:

- Allow students the opportunity to make mistakes and to learn from their mistakes in safety (Academic honesty in the IB educational context pg. 6)
- Document instances of misconduct

Deputy Principal/MYP Coordinator:

- Will ensure that the school community is aware of and supports the Academic Honesty Policy. This will be done by posting the policy on the ISGR homepage. The policy will be presented to the parents on the first parent evening. The students will be introduced to the policy during advisory the first weeks of school.
- Will schedule MYP team sessions giving time to collaborate and plan lessons and activities around ATL (Approaches to Learning) skills and the implementation of the Academic Honesty Policy.
- Will manage the documentation of misconduct.

Parents:

- Will be aware of and read the Academic Honesty Policy with their son/daughter
- Will support the student at home in acknowledging other people's work



Helpful Websites

Here are some websites that might help you in citing your work.

<https://owl.english.purdue.edu/owl/resource/747/01/>

This is the Purdue University's site. You will be able to find the university's Online Writing Lab. This site covers most of the different citing situations you may come across.

<http://www.bibme.org/citation-guide/MLA/book>

This is a citation guide. Again, this is a site where you can find explanations on how to do most of the different citing situations.

<http://www.easybib.com/>

This is a website that offers free formatting services. All you need to do is follow their instructions for each type of source and the program will do the formatting for you.

Citation Terminology:

Bibliography vs. Works Cited

- A bibliography is a list of sources that were *referred to* in the creating of a piece of work and is found at the end of a piece of work.
- Works cited is a list of sources that were *actually cited* in the text of the piece of work and is found at the end of a piece of work.
- At ISGR students in MYP 6 and 7 are expected to include a bibliography in their work and make attempts to cite in-text pictures and graphs.
- In MYP 8 in-text citations will be introduced, so depending on the assignment, students could be asked to create a works cited page. They will use correct formatting for the sources.
- In MYP 9 & 10 students will be expected to use a works cited list in all of the assignments in which students use the ideas of others.
- The only exception to this will be for the science department where, depending on the assignment, they might be asked to include a bibliography.



Procedure if Misconduct is confirmed:

We recognize that it is “important that students be given the opportunity to make mistakes, and to learn from their mistakes in safety” (Academic honesty in the IB educational context pg. 6)

First case of misconduct:

- This case will be seen as a teachable moment.
- The teacher will sit down with the student and they will review what academic honesty is.
- The student will be asked to re-do the assignment.
- The teacher will document the incident in the appropriate shared secure space, thereby informing all teachers.
- The teacher will report the incident to the Deputy Principal and advisor.

Second case of misconduct:

- The teacher will alert the Deputy Principal who will update the record of academic misconduct.
- The teacher will meet with the student.
- If the student denies the fact, the teacher will then provide an explanation as to why misconduct is suspected.
- A meeting will then take place with the teacher, student, and Deputy Principal. The parents will be informed.
- The student will re-do the assignment.
- An investigation will be conducting into how the student is doing in school and how the school can support the student.

Third case of misconduct:

- The teacher will alert the Deputy Principal who will update the record of academic misconduct.
- The teacher will meet with the student.
- If the student denies the fact, the teacher will then provide an explanation as to why misconduct is suspected.
- A meeting will take place with the teacher, student, parents and Deputy Principal.
- The student will re-do the assignment.
- A review will be done on how the student is doing in school.

Subsequent cases of misconduct / unique circumstances:

- In the event that the school suspects further academic dishonesty, despite previous steps taken, the school can impose alternate consequences, such as requiring a student to complete assessment tasks on the school premises, under supervision.

The Rights of the Student

- If there is a suspected act of misconduct, the student involved will always be allowed to have a parent, teacher or fellow student present when discussing the incident.



FAQ

What is MLA?

The Purdue Owl website states that, MLA stands for Modern Language Association and that it is the most commonly used way to cite resources within the liberal arts and humanities.

(<https://owl.english.purdue.edu/owl/resource/747/01/>)

There are many websites that you can refer to get help and guidance. Some of them are:

<https://owl.english.purdue.edu/owl/resource/747/01/>

<http://www.bibme.org/citation-guide/MLA/book>

<http://www.easybib.com/>

Why do we have an Academic Honesty Policy?

We have this policy, which underpin the IB learner profile, so that it is clear that the ISGR community does not accept plagiarism or cheating of any kind. We recognize that not all misconduct is on purpose so this policy supports the teachers and students in better understanding how to acknowledge other people's work correctly and consistently.

What are the consequences of misconduct?

Depending on the situation, the consequence will vary. The first incident will be considered a teachable moment when the student and teacher will go over academic honesty one more time. The student will be able to redo the work. By the second or third incident of misconduct, there will be a meeting with student, teacher, Deputy Principal and parents. There will also be an investigation into how this student is doing in school. The student will be able to redo the work since we believe every student should be given a new chance to correct mistakes.

When do we need to cite a source?

We need to cite a source whenever we use an idea that was originally someone else's or if we copy word for word from someone else's work. The information may be copied word for word in quotation marks or it could be paraphrased.

Citing sources also raises the quality of your piece of work. Your citing shows that you have looked for and found other sources that can support your idea or conclusion.

Is it okay to use Wikipedia?

Yes, it is okay to use Wikipedia at the beginning of your process. Remember that anyone can edit a Wikipedia site which can potentially lower the quality of the information. Wikipedia could be a starting point, but it is important to find other sources that confirm the information you found originally. Usually, at the bottom of every Wikipedia article, you will find a list of sources. Go to those sources and find out what information is there as well.

Is it okay to use Google?

If you want to conduct a Google search, you must be aware that you get into the Google cloud. You are allowed to use Google in the beginning of your process but Google Scholar is a better



option. Do not just rely on Google. Make sure you uses other sources, such as databases, reference books and encyclopedias.

Documentation Checklist

Before you hand in your assignment, double check that you are handing in an authentic piece of work.

When you have used another person's exact words, have you put "quotation marks" around the quotation and named (cited) the original source? (If you indent your quotation(s), quotation marks are not needed, but the author must still be cited; have you cited your indented quotations?)	
When you put someone else's thoughts and ideas in your own words, have you still named (cited) the original author(s)?	
When you use someone else's word or work, is it clear where such use starts and where it finishes?	
Have you included full references for all borrowed images, tables, graphs, maps, and so on?	
Print material: Have you included the page number(s) of print material you have used (especially important with exact quotations)	
Internet material: Have you included both the date on which the material was posted and the date of your last visit to the web page or site?	
Internet Material: Have you included the URL or the DOI (Digital Object Identifier)?	
For each citation in the text, is there a full reference in your list of references (work cited/bibliography) at the end?	
For each reference in the list of references (works cited/bibliography) at the end, is there a citation in the text?	
Do(es) the first word(s) of the reference link directly to the citation as used?	
Is your list of references (works cited/bibliography) in alphabetical order, with the last name of the author first?	

(Effective Citing and Referencing, pg. 14)



Policy Bibliography

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