

INTERNATIONAL SCHOOL MOSHI

ACADEMIC HONESTY POLICY

ISM is committed to academic honesty and will ensure that all students are aware of what this entails. While we trust that all students enrolled in the school will submit work of their own that is appropriately referenced, we feel that it is necessary to give guidelines as to what this means and what the consequences will be if any work does not meet this standard.

Academic Dishonesty and Malpractice

Although the following list is not exhaustive, academic dishonesty can, in general, take several forms:

- 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.
- 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 courses without the consent of all teachers involved.
- falsifying data: creating or altering data which have not been collected in an appropriate way.
- collusion: helping another student to be academically dishonest.

Prevention of Academic Dishonesty

ISM, in line with IBO recommendations and practice, may submit random or selected pieces of work to external bodies for verification and evaluation of sources. Whenever possible, students should be able to submit electronic copies of any work to either the 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 in order to be able to defend themselves against charges of malpractice.

Academic Honesty in Primary

Students are taught to recognise that they are personally responsible for academic honesty and are taught to recognise which behaviours constitute academic dishonesty (for example, plagiarism, copying another's work etc). They are taught that academic honesty relates to the Learner Profile attribute *Principled* and the PYP attitude *Integrity*. Teachers emphasize ethical uses of information as students engage in the inquiry process. Age-appropriate expectations and practices are communicated to students regarding references, citations, quotations and paraphrasing. With older students agreements are made relating to the responsible use of information technology and media resources. Students who are taking part in the PYP Exhibition create a set of Essential Agreements relating to academic honesty towards the start of the process. They are then required to keep to these agreements. Students who demonstrate difficulty in understanding the concept of academic honesty will be further guided by their class teacher.

Academic Honesty in Secondary

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. 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 the accusations. If it cannot be shown that there is work which is clearly inappropriate the student will be found not guilty of dishonesty and no record will be kept of the matter. If, on the other hand, it can be shown that inappropriate work has been submitted, the Coordinator will make a recommendation to the Head of Secondary as to whether or not the case is one of academic dishonesty, or of an academic infringement. Again in line with the IBO's policy and practice, the determining difference between these two possibilities will be one of intent. The Head of Secondary, in consultation with the Head of Campus and Coordinator, will decide the outcome of the case.

The Consequences of Academic Dishonesty

Any student who has been found to be academically dishonest in any of the above ways, or otherwise, will have a record of this put into his or her student file, and this will be communicated to the student's parents. If the work submitted was a summative assessment, the student will have to resubmit his work. His/her work will not be graded and an academic dishonesty comment will be mentioned on the Semester Report for that particular subject. If the work has been submitted as an official piece of IB coursework, it will not be accepted, but, if there is time for him or her to do so before the deadline for this work, the student may be allowed one chance to resubmit another piece of work in its place; this decision is at the school's discretion. If there is not time for the student to produce new work, he or she will normally not receive a grade for that subject and will therefore not receive an IB Diploma.

A second violation - in any subject - will result in the matter being referred to the school's disciplinary committee who will consider disciplinary action. The consequence will be appropriate to the year level. For example, a second violation in M5 may result in the withdrawal from the eAssessment registration in that particular subject. In the DP, the committee will consider the student being disallowed from being able to take an IB certificate in that subject. In addition the student may not receive credit towards the High School Diploma or any other course s/he is currently undertaking at International School Moshi. Other disciplinary action may also be considered by the committee. If a student submits work to the IB which is later recognised as having been produced dishonestly, the IBO will not award a Diploma to that student.

Academic misconduct during External Assessments.

Any instance of academic misconduct during an examination or external assessment will be reported as required to the examining authority who will determine their own action. The School may also take disciplinary action against the student in line with this policy.

The responsibilities of staff, students and parents

All ISM secondary school staff, students and parents should make sure that they are aware of the contents of this document and what academic honesty and dishonesty both mean. They should also make themselves aware of the consequences of academic dishonesty.

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.

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

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 Head of Secondary, in consultation with the Head of Campus and relevant coordinator, will decide each case on its merits, and should communicate his or her decision clearly to all of those concerned with reasons for any findings.

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. Students should ensure that all work, words, ideas, pictures, information or anything that has been produced by someone else, are appropriately cited using the Harvard Referencing system. They should ask teachers for advice if they are at any time unsure of what they have done in relation to referencing sources.

Ratified by SLT – 6th October 2016