

HIS Academic Honesty Policy

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Section A: Expectations and responsibilities

I. Expectations and Goals

Hiroshima International School's mission is to *“provide an international education that promotes integrity, excellence, cultural sensitivity and a lifelong commitment to peace and a sustainable planet”*. As part of this mission, it is expected that academic honesty is to be upheld at all times by students throughout all coursework, research and assessment, both internal and external.

HIS will promote academic honesty by engaging students in dialogue about academic integrity in and out of the classroom in relation to the learner profile attribute of **principled** and the IB's Approaches to Learning.

HIS will take an active role teaching students the appropriate skills needed to safeguard students against academic dishonesty as well as cultivate a sense of value and appreciation for their own original work and the work of others.

HIS students, teachers, and administrators are expected to adhere to the academic honesty regulations, procedures, and teaching suggestions as outlined in IBO's Academic Honesty publication "Academic Honesty in the IB educational context," August 2014.

II. Teachers' responsibilities

- Teachers will provide explicit examples of what academic honesty looks like in their course based on subject-specific and task-specific assignments, course specific information and materials, and creative and constructive processes that may be used to complete assignments.
- Teachers will outline expectations for referencing and citing the work of others in assignments. All expectations should be consistent with the APA style of referencing.
- Teachers will model academic honesty in day-to-day classroom activities. E.g. citing images used in a presentation, citation details written on student handouts.
- Teachers may investigate assignments or products submitted by a student if they feel it does not accurately represent work that is consistent with prior work submitted by the student.
- All instances of academic honesty are taken seriously; the Secondary Vice Principal will be informed of any infraction and parents will be notified.

III. Students' responsibilities

- Students will produce authentic work in both formative and summative assessments.
- When citing or paraphrasing others' work, students will acknowledge all sources using the APA citation style.
- Students will seek help from a teacher if unsure of the quality of their referencing.

IV. Parents' responsibilities

- Parents should strive to develop an understanding of academic honesty in order to ensure that their child submits authentic work.
- Occasionally assist their child in finding reliable sources.
- Discuss the importance of academic honesty with their child.

V. School's responsibilities

- Approach all cases of academic dishonesty with fairness and consistency.
- Promote parent awareness of academic honesty.
- Provide teachers with professional development and opportunities for collaborative planning focused on academic honesty.
- Assist students in the development of their academic honesty skills by providing them with the necessary support and resources.

Section B: Academic honesty vs academic malpractice

I. Definitions of Academic Dishonesty

The following behaviors are considered a breach of academic honesty or malpractice as defined by the International Baccalaureate Organization:

- **plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own
- **collusion:** this is defined as supporting malpractice by another candidate, 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 diploma requirements
- **inappropriate behavior:** during a testing situation gains an unfair advantage for a candidate or that affects the results of another candidate
- **fabrication of data:** during academic research or creating false information related to the achievements of a candidate

II. Examples of Academic dishonesty

collusion: As part of a science project, an MYP student has been asked to conduct a series of lab tests but found his results to be inconsistent. He has decided to copy data from his friend, who conducted the same experiment, under the same conditions, and whose observations more clearly confirmed his hypothesis. Both the student in question and his/her friend are guilty of collusion.

There are occasions when collaboration with other DP candidates is permitted or even actively encouraged, for example, in the requirements for some internal assessment. Nevertheless, the final work must be produced independently. For example, if two or more candidates have exactly the same introduction to an assignment, the final award committee will interpret this as collusion (or plagiarism), and not collaboration. (*IBO, Academic Honesty (2011), Section 2.2.5*)

plagiarism:

- Copying works of art, whether music, film, dance, theatre arts or visual arts, without proper acknowledgment, may also constitute plagiarism. Students must understand that passing off the work of another person as their own is not acceptable and constitutes malpractice, regardless of whether the act was intentional. (*IBO, Academic Honesty (2011), Section 2.2.3*)
- Some students seem to believe that because the internet is in the public domain and largely uncontrolled, information can be taken from websites without the need for acknowledgment. The requirement to cite the source of material includes the copying of maps, photographs, illustrations, data, graphs and so on. For example, to cut and paste a graph from a website without acknowledging its source constitutes plagiarism. (*IBO, Academic Honesty (2011), Section 2.2.2 & 2.2.3*)
- Copying text, or other material, is not always a deliberate attempt by a candidate to present the ideas or work of another person as their own. For example, a student may copy one or two sentences from a book, journal or website without showing it as a quotation, but indicating its source in a footnote or the bibliography. Although each case requires a separate judgment, in general such cases are the result of negligence or a lack of awareness on the part of the candidate and do not warrant an allegation of malpractice. (*IBO, Academic Honesty (2011), Section 2.2.4*)

Malpractice in testing situations (including but not limited to):

- taking unauthorized material into an examination room (such as cell/mobile phone, written notes).
- exchanging information or in any way supporting the passing on of information to another student about the content of an examination
- leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination
- misconduct during an examination, including any attempt to disrupt the examination or distract another student
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination. (Only DP) (*IBO, Academic Honesty, Section 2.2.9*)

duplication of work (DP): The presentation of the same work for different assessment components and/or diploma requirements is a duplication of work and therefore constitutes malpractice. For example, if a candidate submits the same or a very similar piece of work for history internal assessment and for an extended essay in history, this would be viewed as malpractice. However, it is perfectly acceptable for a candidate to study one aspect of a topic for internal assessment and another aspect of the same topic for an extended essay. *(IBO, Academic Honesty (2011), Section 2.2.6)*

intellectual property: there are many different forms of intellectual property rights, such as patents, registered designs, trademarks, moral rights and copyright. Candidates 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. *(IBO, Academic Honesty (2011), Section 1.1.3)*

authentic authorship: 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 candidate'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. *(IBO, Academic Honesty (2011), Section 1.1.5)*

For more information and examples of academic misconduct, see also Turnitin's "Plagiarism spectrum": http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php

III. Support of Original Authorship

In order to avoid issues of academic honesty surrounding plagiarism and authentic authorship, HIS endorses the **APA** citation style. This citation style shall be implemented in all note-taking and research related work related to school projects and assignments, the MYP personal project and DP internal and external assessments.

The use and instruction of the APA citation style will be reinforced through:

- Note-taking and research support activities in all subject areas
- Direct instruction by the school librarian, teachers, as well as personal project and extended essay advisors
- Tutorials through the school's research database and online resources
- Accountability by students for APA citation style in assignments and research as appropriate

Students will create their own EasyBib accounts to create and format citation and to record sources for all ongoing projects.

The EasyBib APA citation guide will be used as a reference by all members of the school community: <https://www.easybib.com/guides/citation-guides/apa-format/>

For in-text citations: <http://www.easybib.com/guides/citation-guides/apa-format/how-to-cite-a-parenthetical-citations-apa/>

A few examples of APA citations (taken from EasyBib):

Book:

Structure: Author, F.M. (Year of Publication). *Title of work*. Publisher City, State: Publisher.

Example: James, Henry. (2009). *The ambassadors*. Rockville, MD: Serenity Publishers.

In-text: "Harlem had many artists and musicians in the late 1920s (Belafonte, 2008)."

or "According to Belafonte, Harlem was full of artists and musicians in the late 1920s (2008)."

Website:

Structure: Author, F.M. (Year, Month Date of publication). Title of webpage/article.
Retrieved from URL

Example: Limer, E. (2013, October 1). Heck yes! The first free wireless plan is finally here. Retrieved from <http://gizmodo.com/heck-yes-the-first-free-wireless-plan-is-finally-here-1429566597>

YouTube video:

Structure: Last Name, F.M. [Username]. (Year, Month Date). *Title of video* [Video File].
Retrieved from URL

Example: [GEICO Insurance]. (2013, May 22). *GEICO hump day camel commercial – happier than a camel on Wednesday* [Video File]. Retrieved from <http://youtu.be/kWBhP0EQ1IA>

In-text citations:

“Harlem had many artists and musicians in the late 1920s (Belafonte, 2008).”

or “According to Belafonte, Harlem was full of artists and musicians in the late 1920s (2008).”

Section C: Procedures

I. Suspected Malpractice

Teachers have the right and responsibility to investigate issues related to academic dishonesty if it is witnessed, reported, or suspected. The teacher shall report the incident to the Secondary Vice Principal. The Secondary Vice Principal and teacher will determine the course of action for the investigation and the consequence. Severe cases will be reported to the school Principal.

Cases of academic dishonesty **shall be dealt with on a case-by-case basis** in order to determine if the malpractice was unintentional or deliberate. Consequences will also be determined on a case-by-case basis. **In most cases, students who submit work that is plagiarized or does not demonstrate academic honesty will receive a “zero” for the work in question. Students will be required to redo the assignment following all academic honesty guidelines in order to meet course requirements.**

If a student is suspected of academic dishonesty, he/she has the right to have a parent, peer or teacher present in any discussion of a problem or incident, particularly if the consequences are especially severe.

Other possible consequences may be:

- Record of the incident in the student's' academic file
- Detention
- In-school suspension
- Parent conference

In the case of repeated deliberate instances of academic dishonesty, academic probation or out of school suspension may be applied.

Malpractice related to IB sanctioned internal and external assessments will follow the procedures outlined by the IB. (*IBO, Academic Honesty, Section 7*)

II. Academic Integrity Statement

Students are expected to include and sign an Academic Integrity Statement on all assessments and research-related work. All students will include the following on each assignment, test/quiz, or major project:

“I confirm that the work contained within this document is my original work unless otherwise cited or referenced. I understand the possible penalties for deliberate or accidental academic dishonesty.”

III. Contract

DP students will receive and sign a copy of the following contract at the beginning of grade 11.

As a student in the Secondary School at HIS, I will strive to maintain academic honesty in all work submitted to meet the requirements of courses, including IB-sanctioned internal and external assessments and other diploma criteria will be my own authentic work. I pledge not to participate in collusion, plagiarism, duplication of work, fabrication of data, academic malpractice or other inappropriate behaviors that breach the guidelines outlined in the International Baccalaureate Organization's Academic Honesty publication. I will strive to engage in behaviors that reinforce honest academic behavior.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

MYP students will receive and sign a copy of the following contract at the beginning of each year.

As a student in the Secondary School at HIS, I will strive to maintain academic honesty in all work submitted to meet the requirements of the MYP courses. I pledge not to participate in collusion, plagiarism, duplication of work, fabrication of data, academic malpractice or other inappropriate behaviors that breach the guidelines outlined in the International Baccalaureate Organization's Academic Honesty publication. I will strive to engage in behaviors that reinforce honest academic behavior.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

IV. Reading activity

At the beginning of each school year. Students will be provided with a level-appropriate summary of this academic honesty policy and complete an in-class reading activity and discussion based on the questions below.

After reading the Academic Honesty Policy, reflect on the following:

1. What is one new piece of information you learned from the policy?
2. What is one question you have about academic honesty?
3. What is your big take-away about academic honesty?

V. Reviewing the policy

This academic honesty policy will be reviewed regularly as a part of the IB self-evaluation and authorization processes in the MYP and DP.

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Appendix

Expectations per grade level

Grade 3

- Include at least the following information in citations:
 - Author's name
 - Title of the source
 - URL (if online)

Grade 4 & 5

- Include at least the following information in citations (in a bibliography):
 - Author's name
 - Title of the source
 - Publisher
 - Year of publication
 - URL (if online)
- Always include a bibliography when using others' work

Grade 6

- Paraphrase information or use quotation marks to indicate direct quotes and give credit to a source.
- Include at least the following information in citations (in a bibliography):
 - Author's name
 - Title of the source
 - Publisher
 - Year of publication
 - URL (if online)
- Always include a bibliography when using others' work

Grades 7/8

- Paraphrase information or use quotation marks to indicate direct quotes
- Properly cite sources in APA format
- Include in-text citations after direct and indirect quotes
- Always include a bibliography when using others' work

Grades 9-12

- Paraphrase information or use quotation marks to indicate direct quotes
- Properly cite sources in APA format
- Include in-text citations after direct and indirect quotes (following APA guidelines)
- Always include a bibliography when using others' work