

GATEWAY INTERNATIONAL SCHOOL



Academic Honesty Policy

GIS VISION STATEMENT:

Creating responsible global citizens who realise their maximum intellectual and human potential.

GIS MISSION STATEMENT :

GIS provides a whole education program that balances academic excellence with character building. We foster knowledgeable, unbiased, caring inquirers with an inclusive perspective by inspiring them to become lifelong learners, peace ambassadors and tomorrow's leaders in the local as well as the global context.

MISSION STATEMENT OF IB

"The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, government and international organizations to develop challenging programs of international education and rigorous assessments. These programs encourage students across the world to become active,

compassionate and lifelong learners who understand that other people with differences can also be right.

PRIMARY YEAR PROGRAMME

Gateway International School's Academic Honesty Policy is a working document which will be reviewed periodically by the Principal, the librarian, staff members, the counselor and the coordinator.

MAINTAINING ACADEMIC HONESTY

1.1 At Gateway International School, according to the International Baccalaureate Learner Profile, academic honesty stands first as the important attribute of 'Principled.' The whole organization is committed to academic honesty and is working to ensure that everyone fully understands its importance and responsibilities. Our school defines academic honesty as a set of values and skills that promote personal integrity in teaching, learning and assessment.

1.2 An authentic piece of work is one that is based on the candidate's individual and original ideas.

Where sources are used or referred to, whether in the form of direct quotation or paraphrase, such sources must be fully and appropriately acknowledged. Therefore, all assignments, written or oral, completed by a candidate for assessment must wholly and authentically be that of the candidate's own language and expression

1.3 We promote rigorous academic integrity through meaningful work, accountability, and cooperation between staff and students to achieve success. Special references to honesty and good values are reinforced during assembly time by teachers and students every morning

1.4 The plagiarism detector is used to ensure that breach of copyright does not take place

1.5 An orientation on academic honesty for all students and teachers is provided twice a year and the librarian explains the importance of using citations

1.6. The guidelines on the importance of academic honesty and citations is presented in the student's handbook and the school website to inform the students and the parents the importance of the same

MALPRACTICE

The policy defines malpractice as behavior that results in the student gaining an unfair advantage in one or more assessment components.

Malpractice includes:

- **Plagiarism:** This is defined as the representation of the ideas or work of another person as the student's own. The term denotes the usage of words, ideas or work other than text like art, music etc, done by other students without acknowledging the source from which it was obtained in order to gain some credit. It is also an act of using or closely imitating the language and thoughts of another author without authorization or representation of that author's work as one's own.
- **Collusion:** This is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.
- **Duplication:** This means that the same work is utilized for all the other assessment components or for other course requirements. It also denotes copying information, quotation marks, paraphrasing from a book or a website, duplicating some of nonverbal work like photographs , dance, painting and musical composition, etc., as one's own
- **Intellectual Property:** Academic Honesty protects all forms of intellectual and creative expression like registered designs, trademarks, moral rights, patents and copyright.

ACADEMIC HONESTY POLICY APPLICABLE FOR THE TEACHERS

Teachers encourage honest, creative, critical PYP learning by creating inquiry based tasks and reinforce the concept of Academic Honesty through all teaching, learning and assessment practices. Teachers are also required to mention the sources and citations of the resources used for teaching and documenting.

ACADEMIC HONESTY APPLICABLE FOR PARENTS

- Parents are expected to have knowledge about the Academic Honesty Policy

- Parents support Gateway International School by training their children to be honest citizens and future leaders of tomorrow
- Parents are engaged in the process and are provided with regular and frequent examples of the Academic Honesty Policy and strategies for ensuring student's engagement and responsibility
- The Academic Honesty Policy is communicated to parents via the school website, newsletters and during PTM

Conclusion: It is our hope as a community of learners and educators that we are able to successfully convey the importance of academic honesty to our students, and help them realize the goal of learning for its own sake. Our ultimate aim aligns with the PYP Learner Profile to produce students who show integrity, respect the work of others, and demonstrate personal responsibility.

Citations

http://occ.ibo.org/ibis/documents/general/specific_interest/malpractice/g_0_malpr_sup_0707_1_e.pdf

Gateway International School's Academic Honesty Policy is a working document which will be reviewed periodically by the Principal, the librarian, staff members, the counselor and the coordinator.

MIDDLE YEAR PROGRAMME

Gateway International School's Academic Honesty Policy will be reviewed by the Principal, staff members, the coordinator, and a special needs educator at the beginning of each academic year.

We at Gateway

- Believe that all children should have equal opportunity to attend our school which includes children with differential abilities.

- We make reasonable adjustments to ensure that pupils and members of staff and members of public are not disadvantaged.
- We ensure that pupil with differential ability will not be treated less favorably than others.
- We identify and respond to individual needs of all students.
- Set perfect ambience for enhanced learning.
- We value individuals and provide scholarships for children with weak financial backgrounds.
- We hope parents work as partners in reinforcing Academic honesty.

Interpretation of Academic Honesty Policy at GIS.

1. Academic Honesty:

Academic Honesty Policy is designed to define and clarify the expectations associated with the submission of authentic work and to acknowledge responsibility for the production of student's own work, recognition of the work of others, and maintaining honor and trust in the learning environment. The terms denote the role of students with regard to behaving and respecting the ownership of ideas and material of other people. They are trained to work honestly in researching and presenting schoolwork, and also reflect it during assessment tasks.

2. Plagiarism:

The term denotes the usage of words, ideas or work products or work other than text like art, music, etc., done by other students without acknowledging the source from which it was obtained in order to obtain some benefit, credit or gain. It is also an act of using or closely imitating the language and thoughts of another author without authorization, or representation of any work as one's own by not crediting the original author.

3. Duplication:

The term is used when the same work is utilized for all the other assessment components or for other course requirements. It also denotes copying information, quotation marks, paraphrasing from a book or a website, duplicating a nonverbal work like photo, dance, painting and musical composition, etc.

4. Collusion:

Sometimes the students collaborate with each other to complete their work. But it is understood that the students should produce their work independently even though their work is based on the same or similar dates and/or research as another student. The term also includes helping or allowing your work to be copied or writing a paper or doing homework for another student and sharing information about assessment content and questions with other students.

5. Intellectual Property:

Academic Honesty protects all forms of intellectual and creative expression like registered designs, trademarks, moral rights, patents and copyright.

6. Unfair Practice:

The term unfair practice, denotes an unfair academic advantage like falsifying data, records, altering grades, phony citation, disclosing information about assessment, sharing passwords, using unauthorized material, impersonating, misconduct during testing times, or students submit an assignment as their own without acknowledging original ownership.

The MYP students at GIS are expected to:

1. Be responsible.
2. Practice academic honesty at all times.
3. Be authentic and exhibit genuine interest in the task undertaken.
4. Practice punctuality and regularity as a thumb rule.
5. Acknowledge any source of information used in their work and avoid plagiarism completely.
6. Follow exam rules and regulations and report any breach from whomsoever, immediately to the school authorities.
7. N.B. Please refer Appendix C for „Exam Rules and Regulations“.

Academic Honesty Policy applicable for the Teachers:

1. Role models for practicing academic honesty
2. Guide the students and insist on academic honesty.
3. Promote respect for the creative efforts of others.
4. Inculcate citation and referencing skills.
5. Should portray cross-cultural understanding and respect.
6. Insist upon improving the personal responsibilities of the students by teaching them to be adjustable, friendly, caring, open-minded and responsible with respect to their belongings and others“ property

Academic Honesty applicable for the parents:

- Should insist on ethical behavior and monitor their ward“s work.
- Prepare them to be independent, positive and bold, fit to be global citizens.

- Should be honest with the teachers and Head of the institution in case of any clarification expected and should cooperate with the ideals, vision and mission of the school and the Policies of the IB Education.

IMPLEMENTATION OF THE ACADEMIC HONESTY POLICY

At Gateway International School, in accordance to the International Baccalaureate Learner Profile, Academic Honesty exemplifies as the important attribute of “Principled”.

The following measures are taken in GIS to ensure that academic honesty is implemented:

- Orientation for teachers on the importance of Academic Honesty
- Sharing of policies on website
- Collaborative meetings for teachers to review the policy every academic session.
- Orientation for parents and students on the importance of Academic Honesty
- Use of plagiarism checker by teachers to establish the authenticity of submitted work
- Adhering to the IB examination rules and regulations in all summative assessments (refer Appendix C)
- Use of citations and bibliographies during teaching and learning
- Homeroom slot in the timetable is allotted for emphasizing on the importance of academic honesty

CONSEQUENCES OF ACADEMIC DISHONESTY:

- In case of plagiarism, the MYP student will be obliged to re-do his/her work following the teachers guidelines.
- The students will receive a “zero” or “No Credit” for an assignment attempted or completed through cheating.

- At the discretion of the teacher, the student may be required to complete the assignment for reduced credit.

Based on students record action may vary from detention ,suspension or expulsion

THE ROLE OF SCHOOL LIBRARIAN

The school librarian is expected to:

- Guide students for research paper writing methods, good academic practice and ways of locating, evaluating and using information effectively without committing malpractice.
- Instruct students regarding use of school library resources, internet resources and the local library system.
- Offer individual sessions to students on formats for referencing and citations.
- Use of plagiarism checker by students to establish the authenticity of submitted work

BIBLIOGRAPHY

APA, MLA & Chicago Works Cited Maker. N.p., n.d. Web. 5 Sept. 2013

- "Convert Your Works Cited into MLA, APA & Chicago Style Formats." WorksCited4U: Free
- Carroll, Jude. Academic Honesty in the IB. Cardiff: International Baccalaureate Organization, 2012.
- International Baccalaureate (2003). Academic honesty: guidance for schools. Geneva: International Baccalaureate Organization. .

- International Baccalaureate (2006). Ethical Practice. Geneva: International Baccalaureate Organization. .
- International Baccalaureate Organization, 2010.
- International Baccalaureate Organization. Academic Honesty. Cardiff: International Baccalaureate Organization, 2011.
- International Baccalaureate Organization. MYP: From Principles into Practice. Cardiff:
- International Baccalaureate Organization. Programme Standards and Practices. Cardiff:
- International Baccalaureate. (2009). Academic Honesty. Available: http://occ.ibo.org/ibis/documents/general/specific_interest/malpractice/g_0_malpr_sup_0907_1_e.pdf. Last accessed 13 January 2013.
- "The Free Automatic Bibliography and Citation Generator." EasyBib. N.p., n.d. Web. 5 Sept. 2013

DIPLOMA PROGRAMME

ACADEMIC HONESTY POLICY

Academic honesty and personal integrity are fundamental components of a student's education and character development. GIS expects the students to conduct themselves with the highest level of academic ethics. Students who engage in academic honesty

demonstrate personal integrity and respect for others. When students understand the importance of academic honesty and adopt academically ethical behaviors, they are more likely to become inquirers, knowledgeable, thinkers, communicators, and principled, open-minded, caring, risk-takers, balanced and reflective. Gateway International School's Academic Honesty Policy is reviewed by the Principal, staff members, the coordinator, and a special needs educator at the beginning of each academic year.

We at Gateway

- Believe that all children should have equal opportunity to attend our school which includes children with differential abilities.
- We make reasonable adjustments to ensure that pupils and members of staff and members of public are not disadvantaged.
- We ensure that pupil with differential ability will not be treated less favorably than others.
- We identify and respond to individual needs of all students.
- Set perfect ambience for enhanced learning.
- We value individuals and provide scholarships for children with weak financial backgrounds.
- We ensure that parents are able to play their part in supporting their ward's education.

INTERPRETATION OF ACADEMIC HONESTY POLICY IN GIS

Academic Honesty

Academic Honesty Policy is designed to define and clarify the expectations associated with the submission of authentic work and to acknowledge responsibility for the production of student's own work, recognition of the work of others, and maintaining honor and trust in the learning environment. The terms denotes the role of students with regard to behaving and respecting the ownership of ideas and material of other people and work honestly in researching and presenting schoolwork, and also reflect it during assessment tasks.

Plagiarism

The term denotes the usage of words, ideas or work products or work other than text like art, music, etc., done by other students without acknowledging the source from which it was obtained in order to obtain some benefit, credit or gain. It is also an act of using or closely imitating the language and thoughts of another author without authorization, or representation of any work as one's own by not crediting the original author.

Duplication

The term is used when the same work is utilized for all the other assessment components or for other course requirements. It also denotes copying information, quotation marks, paraphrasing from a book or a website, duplicating a nonverbal work like photo, dance, painting and musical composition, etc.

Collusion

Sometimes the students collaborate with each other to complete their work. But it is understood that the students should produce their work independently even though

their work is based on the same or similar dates and/or research as another student. The term also includes helping or allowing your work to be copied or writing a paper or doing homework for another student and sharing information about assessment content and questions with other students

Intellectual Property

Academic Honesty protects all forms of intellectual and creative expression like registered designs, trademarks, moral rights, patents and copyright.

Unfair Practice

The term unfair practice, denotes an unfair academic advantage like falsifying data, records, altering grades, phony citation, disclosing information about assessment, sharing passwords, using unauthorized material, impersonating, misconduct during testing times, or students submit an assignment as their own without acknowledging original ownership.

IMPLEMENTATION OF THE ACADEMIC HONESTY POLICY

At Gateway International School, in accordance to the International Baccalaureate Learner Profile, Academic Honesty exemplifies as the important attribute of "Principled".

The following measures are taken in GIS to ensure that academic honesty is implemented:

- Orientation for teachers on the importance of Academic Honesty
- Collaborative meetings for teachers to review the policy every academic session.
- Orientation for parents and students on the importance of Academic Honesty

- Use of plagiarism checker by teachers to establish the authenticity of submitted work
- Adhering to the IB examination rules and regulations in all summative assessments (refer Appendix C)
- Use of citations and bibliographies during teaching and learning
- homeroom slot in the timetable is allotted for emphasizing on the importance of academic honesty

Measures taken to implement Academic honesty

- The teachers will submit all Internal Assessment and Extended Essays through Turnitin, a text-matching software which is the first level of safeguard to ensure that students are submitting their original work and also to help the students to improve their writing, avoiding plagiarism and also over-reliance on other people's work.
- In case of malpractice discovered before his/her work before his/her signing the coversheet, the DP student will be obliged to re-do work which needs to be submitted to IBO for assessment. Work required for internal school purposes cannot be re-done.
- If the student repeatedly violates the rules of academic honesty, it will have an effect on the student's behavior grade, which will be lowered
- A formal letter will be placed in a student's file, describing the incident as relevant

- In cases of dishonesty a student may be penalized with a fail in the grade, the semester or the year. In addition, the student may receive internal suspension and in severe cases, the student may be suspended or dismissed from the school.
- Work that violates the rules of academic honesty will receive zero as a grade.
- The zero will have an effect on a semester grade in accordance with the school assessment policy.
- In cases of persistent malpractice the Head of School, following the IB Coordinator's recommendation , may refuse to register the student as an IB diploma or certificate candidate.
- Cases of persistent malpractice on the part of the DP student will be included in the student's files sent for university application purposes.
- If a student has submitted work for either internal or external assessment and signed **the**
- Coversheet, thus declaring that the work is the final version and authentic, neither the work nor the coversheet can be retracted. In the case of suspected malpractice, there is no defense to claim that the incorrect version of the work was submitted
- In cases when an assignment is submitted to the IBO for assessment, and the work **is**
- Subsequently suspected of malpractice, the IB Coordinator will inform the IBO that the final work is affected by malpractice.

Consequences imposed by the IBO:

- In the case of 'academic infringement', when the amount of plagiarism is minimal, zero marks, will be awarded for the assessment component, but a grade will still be awarded for the subject.
- If a work or a piece of work has been plagiarized, no grade will be awarded in the subject concerned, which results in no diploma being awarded to the candidate
- If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the candidate may not be permitted to register for examinations in any future session
- Misconduct during an examination will result in no grade being awarded in the subject.
- Concerned, which results in no diploma being awarded to the candidate
- If a student falsifies a CAS record, the CAS requirements will need to be completed within 12 months, but the diploma will not be issued until one year after the diploma session
- If after the award of the diploma (eg. during an enquiry upon results), it is established that the candidate is guilty of malpractice, an IB diploma, or a certificate, may be withdrawn from that candidate.

Academic Honesty Policy applicable for the Teachers:

- Role models for practicing academic honesty.

- Guide the students and insist on academic honesty.
- Promote respect for the creative efforts of others.
- Inculcate citation and referencing skills.
- Should portray cross-cultural understanding and respect.
- Insist upon improving the personal responsibilities of the students by teaching them to be adjustable, friendly, caring, open-minded and responsible with respect to their belongings and others' property

Academic Honesty applicable for the parents:

- Should insist on ethical behavior and monitor their ward's work.
- Prepare them to be independent, positive and bold, fit to be global citizens.
- Should be honest with the teachers and Head of the institution in case of any clarification expected and should cooperate with the ideals, vision and mission of the school and the Policies of the IB Education.

THE ROLE OF SCHOOL LIBRARIAN

The school librarian is expected to:

- Guide students for research paper writing methods, good academic practice and ways of locating, evaluating and using information effectively without committing malpractice.
- Instruct students regarding use of school library resources, internet resources and the local library system.

- School librarian is expected to conduct common orientation program and offer individual sessions to students on formats for referencing and citations.

BIBLIOGRAPHY:

- International Baccalaureate (2003). Academic honesty: guidance for schools. Geneva: International Baccalaureate Organization. .
- International Baccalaureate (2006). Ethical Practice. Geneva: International Baccalaureate Organization.
- International Baccalaureate. (2009). Academic Honesty. Available: http://occ.ibo.org/ibis/documents/general/specific_interest/malpractice/g_0_malpr_sup_0907_1_e.pdf. Last accessed 13 January 2013.
- "Convert Your Works Cited into MLA, APA & Chicago Style Formats." WorksCited4U: Free
- APA, MLA & Chicago Works Cited Maker. N.p., n.d. Web. 5 Sept. 2013
- Carroll, Jude. Academic Honesty in the IB. Cardiff: International Baccalaureate Organization, 2012.
- "The Free Automatic Bibliography and Citation Generator." EasyBib. N.p., n.d. Web. 5 Sept. 2013
- International Baccalaureate Organization. Academic Honesty. Cardiff: International Baccalaureate Organization, 2011.

- International Baccalaureate Organization. MYP: From Principles into Practice. Cardiff:
- International Baccalaureate Organization, 2008.
- International Baccalaureate Organization. Programme Standards and Practices. Cardiff:
- International Baccalaureate Organization, 2010.

APPENDIX A: Glossary of terms

Collusion-The term also includes helping or allowing your work to be copied or writing a paper or doing homework for another student and sharing information about assessment content and questions with other students Collaboration.

Intellectual property-all forms of intellectual and creative expression like registered designs, trademarks, moral rights, patents and copyright.

Malpractice - any form of academic dishonesty

MLA Modern Language Association, a format for citing sources

MYP Middle Years Programme

Paraphrasing - using other words to restate another person's ideas.

Plagiarism- using another person's intellectual property and neglecting to acknowledge the source.

APPENDIX B: Citation sources

Below is a list of free citation sources to help students accurately acknowledge the intellectual

property of others using MLA format.

Citation Machine

<http://citationmachine.net>

Easy Bib

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

WorksCited4U

<http://www.workscited4u.com>

APPENDIX C: Exam Rules and Regulations

General

1. Candidates must know their school code and six-DIBSBDUFS alpha-numeric personal code.
2. When instructed to enter the examination room, candidates must do so in a quiet and orderly manner.
3. No form of refreshment may be taken into the examination room. (At the discretion of the coordinator, drinking water is permitted.)
4. Candidates may take to their desk/table only the following:
 - A pen and/or pencil for making rough/scratch notes
 - A translating dictionary for non-language examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the

examination is not the best language of the candidate; an electronic dictionary is not permitted)

If required by the coordinator/invigilator, any dictionary brought into an examination must be available for inspection.

5. The coordinator/invigilator will decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator/ invigilator and remain seated until permission is given to leave the examination room.
6. The instructions of the coordinator/invigilator must be obeyed. The coordinator/ invigilator has the right (at any time) to expel from the examination room any candidate whose behaviour is interfering with the proper conduct of the examination.
7. Five minutes' reading time is permitted for all examinations; candidates will not be able to enter responses during this time.

Arrival

8. Candidates should arrive at least 10 minutes before the start of an examination.
9. Candidates arriving after an examination has started may not be permitted entry.

Temporary absence

10. In cases of emergency, at the discretion of the coordinator/ invigilator, a candidate may be allowed to leave the examination room and return. The temporary absence of a candidate will be recorded by the coordinator/invigilator.
11. A candidate will be supervised during a temporary absence from the examination room. There must be no communication with any person other than the person who is supervising the candidate.

12. During a temporary absence the candidate must not take any material out of the examination room, have access to material during the absence, or return with any material.

Academic misconduct

13. During the examination, and at other times specified by the coordinator/invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute academic misconduct, resulting in appropriate action by the IB.

14. All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute academic misconduct, resulting in appropriate action by the IB. The impersonation of another candidate will be treated as a breach of regulations.

15. If a candidate finds that he/she has accidentally taken unauthorized material into an examination (for example, a cell/ mobile phone), this material must be given to the coordinator/ invigilator immediately. Failure to do so may lead to an allegation of academic misconduct against the candidate.

16. No candidate is permitted to borrow anything from another candidate during an examination.

17. A candidate attempting either to gain or solicit information about the content of an examination within 24 hours of the examination ending will be in breach of IB regulations and may not receive a grade for the subject concerned.

Early departures

18.Candidates will not be allowed to leave the examination room during the first hour or during the last 15 minutes of any examination.

19.If a candidate leaves the examination before the scheduled finishing time, the candidate will not be allowed to return.

End of the examination

20.Candidates must give any rough/scratch paper to the coordinator/ invigilator at the end of the examination.

21.Candidates must leave the examination room in a quiet and orderly manner.

22.Candidates must not disclose or discuss the content of any examination with any person outside their immediate school community within 24 hours of an examination ending. This includes any form of communication, whether verbal, written or electronic (be that through social media or direct contact).

Gateway International School's Academic Honesty Policy will be reviewed by the Principal, staff members, the coordinator, and a special needs educator at the beginning of each academic year.