

B.I.S.

Academic Honesty Policy

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Introduction

The BIS Academic Honesty Policy delineates student, teacher, and administrative responsibilities in regards to academic honesty. The policy defines incidents of academic dishonesty and the sanctions that can be applied.

Purpose

The purpose of the BIS Academic Honesty Policy is to define incidences of academic dishonesty and to delineate student, teacher, and administrative responsibilities.

Disclaimer

At Bogaerts International School, students have the responsibility to conduct themselves with academic honesty at all times. This starts with learning the skills needed to produce quality work. In knowing this, it is important to note that students engaging in academic dishonesty miss the learning opportunity, and that a lack of academic honesty seriously undermines the philosophy of both the school and the International Baccalaureate Organisation. As IB learners, our students must strive to be principled and act with integrity and honesty at all times. The school Resource Manager is actively involved in the promotion of academic honesty at the school.

A student is always responsible for the academic honesty of work submitted in his/her courses. Ignorance of these standards will not be considered a valid excuse or defence. If a student is uncertain about an issue of academic honesty, or has any hesitation about a course of action, the student should consult with his/her Homeroom Advisor or with the appropriate IB Coordinator.

The APA (American Psychological Association) style is recommended by BIS and is an acceptable documentation style permitted by the International Baccalaureate Organization (IB) as well as the New England Association of Schools and Colleges (NEASC).

Official Procedure

I. Introduction

Each student shall maintain academic honesty during the course of their studies at BIS. The integrity of this academic institution, and the quality of the education provided in its programs, are based on the principle of academic honesty.

The maintenance of academic honesty and quality education is the responsibility of each student within this school. Any act of academic dishonesty in connection with any academic program at BIS is an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

II. Student Responsibilities

Students:

- A) are responsible for knowing and understanding the rules of academic honesty as outlined in this policy, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing;
- B) are responsible for communicating with teachers if they do not understand how the policy applies to a particular class or assignment. Students are responsible for utilizing library and other resources (e.g. plagiarism tutorials, consulting a teacher, coordinator or administrator, or referring to a style guide) on academic honesty and plagiarism to fully understand the differences between a citation, giving credit, original writing, and plagiarism.

III. Teacher Responsibilities

Teachers:

- A) understand what constitutes academic honesty, an authentic piece of work and intellectual property, and also what constitutes academic dishonesty;
- B) raise awareness of potential and common academic dishonesty pitfalls for tasks given to students - particularly written essays, research papers, lab reports, portfolios and projects;
- C) provide students with specific conventions for acknowledging sources;
- D) must report all incidents of academic dishonesty to the relevant Program Coordinator and the Pedagogical Director, by email. The reporting must include:
 - 1. Student name;
 - 2. the details of the incident;

3. any relevant evidence, such as PlagScan reports.
- E) should include a statement on academic honesty in their syllabi such as:

“Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the BIS Academic Honesty Policy. All assignments must be original work, clear and error-free. All ideas/material that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated accordingly.

Academic Honesty and Integrity: Students are responsible for honest completion and representation of their work. This course syllabus details the ethical standards and penalties for infractions. There will be zero tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the teacher’s attention. The teacher reserves the right to discipline any student for academic dishonesty, in accordance with the BIS Academic Honesty Policy. Disciplinary action may include the lowering of grades and/or the assigning of a failing grade for an exam, assignment, or the class as a whole.”;

- F) should have a discussion of academic honesty, expectations, and consequences within the first two or three class meetings in order to maintain consistency and uniformity with all classes and students;
- G) are encouraged to include creative assignments that require original thought in order to reduce the incidents of student dishonesty;

IV. Administrative Responsibilities

The School:

- A) establishes a policy that encourages good academic practice and a school culture that promotes academic honesty;
- B) communicates the Academic Honesty Policy to the school community through the school’s online platform, documentation and meetings;
- C) highlights the roles of parents and provides them with advice on how to support their children in producing authentic work;
- D) reviews the school academic honesty policy regularly.

Programme Coordinators:

- A) discuss with parents the importance of academic honesty and the consequences of academic dishonesty;
- B) ensure that all students :
 1. understand what constitutes academic dishonesty, an authentic piece of work and intellectual property,
 2. receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources, and
 3. understand what constitutes academic dishonesty.

The Resource Manager:

- A) must have a proper understanding of the curriculum;
- B) is part of the team who compiles and reviews the Academic Honesty Policy;
- C) conducts workshops on information literacy as an essential part of the teacher professional development;
- D) ensures that all teachers and students are aware of citing and referencing using the school's preferred format (APA).

The Pedagogical Director:

- A) shall provide a report each semester to the Board of Directors which includes aggregated data for that semester, including the number and type of cases of academic dishonesty reported and the disciplinary actions taken.

V. Student Sanctions

Student sanctions, imposed by the Pedagogical Director and relevant Program Coordinators, for violations to this Academic Honesty Policy, can include any of the following:

- a) Warning,
- b) Probation,
- c) Suspension,
- d) Expulsion.

Parents will be notified, regardless of the level or frequency of infraction. All sanctions will be documented on ManageBac to provide a record.

VI. Definitions and Practices

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the campus programs. Academic dishonesty is defined as behaviour that results in the candidate gaining an unfair advantage in one or more assessment components. Such dishonesty includes the following:

A. Cheating:

Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

GUIDELINES:

1. Teachers are strongly encouraged to make every reasonable effort to foster academic honesty. This includes adequate communication of expectations about what kinds of collaboration are acceptable within the course. Teachers should state in course syllabi their policies and procedures concerning examinations and other academic exercises as well as the use before examinations of shared study aids, examination files, and other related materials and forms of assistance;
2. Students completing any examination should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the teacher;
3. Students must not allow others to conduct research or prepare any work for them without advance authorization from the teacher. This comment includes, but is not limited to, the services of commercial term paper companies;
4. The misuse of resource material such as hindering the use or access of others to materials constitutes academic dishonesty;
5. Obtaining an examination prior to its administration constitutes academic dishonesty;
6. Any other behavior that gains an unfair advantage for a student or that affects the results of another student constitutes academic dishonesty;
7. Regarding Duplication: Students who are required to do a paper in a course should assume that submitting the same or similar paper to different courses (regardless of whether it is in the same semester or in different semesters) is not permitted without the explicit permission of the teachers of both courses.

B. Fabrication:

Falsification or invention of any information or citation in an academic exercise.

GUIDELINES:

1. "Invented" information may not be used in any laboratory experiment or other academic exercise without notice to, and authorization from, the teacher. It would be improper, for example, to analyze one sample in an experiment and covertly "invent" data based on the single experiment for several more required analyses;
2. One must use/acknowledge the actual source from which cited information was obtained. For example, a student may not reproduce sections from a book review and indicate that the section was obtained from the book itself;
3. Students who attempt to alter and resubmit returned academic work with intent to defraud the teacher will be in violation of this section. For example, a student may not change an answer on a returned exam and then claim that they deserve additional credit.

C. Facilitating Academic Dishonesty:

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

GUIDELINES:

1. For example, a student who knowingly allowed copying from his or her work would be in violation of this section;
2. Providing information about the contents of an examination to a student who will later take the examination, or taking an examination on behalf of another student, are acts of academic dishonesty;
3. Collusion is working with others on graded assignments without teacher approval. If in doubt, seek permission from the teacher before working with others and ask for guidance on the distance between legitimate collaboration and unacceptable collusion.

D. Plagiarism:

Intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise, including:

1. the act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work;
2. the act of putting one's name as an author on a group project to which no contribution was actually made; and
3. representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works as one's own.

GUIDELINES:

1. Direct Quotation: Every direct quote must be identified by quotation marks, or by appropriate indentation or by other means of identification, and must be properly cited with author(s) name(s), year of publication, page number(s), footnotes and/or endnotes, depending on the citation style used. Proper citation style for academic writing is outlined by such manuals as the APA, which is the recommended format of BIS;
2. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: "to paraphrase Locke's comment..." and conclude with a citation identifying the exact reference. A citation acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material;
3. Borrowed Facts or Information: Information obtained in one's reading or research which is not common knowledge among students in the course must be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific laws, etc.;
4. Material which contributes only to the student's general understanding of the subject may be acknowledged in the bibliography and need not be immediately cited. One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source. When direct quotations are used, however, quotation format must be used and prompt acknowledgment is required.

VII. How to ensure authenticity of work and academic honesty?

To avoid the risk of plagiarism and other forms of academic dishonesty:

1. acknowledge all ideas no matter the source;
2. cite the source of all material that is not your own. This includes books, journals, websites, photographs, illustrations, maps, data...etc;
3. do not paraphrase without making a reference to the source;
4. do not copy work from your classmates, even if you worked as a team;
5. do not give other students your work;
6. do not present the same work for different assessments;
7. do not use notes during a test unless allowed by the teacher;
8. abide by the school Examination Guidelines.