

DELEDDA INTERNATIONAL SCHOOL ACADEMIC HONESTY POLICY

Deledda International school mission statement

Deledda International School provides an international education that emphasizes academic excellence within a caring community for students.

The School promotes the appreciation of the diversity of people and cultures, provides an environment conducive for learning and teaching, and offers a rigorous international curriculum.

GOALS:

- To inspire and motivate students to become life-long learners and to achieve their individual potential in all areas: intellectual, ethical, emotional, creative and physical.
- To co-exist respectfully in a multi-cultural environment that supports all students to acquire the knowledge, skills and values to be self-sufficient individuals in our global society.
- To maintain a highly-qualified staff of committed teachers who are encouraged to be innovative and responsive to our student body with all their various needs and requirements.
- To promote an ordered and structured code of conduct in which self-discipline is encouraged and integrity is paramount.
- To foster compassion and develop an active social conscience within the student body through an awareness of and participation in social and environmental programs.
- To prepare students for entry to institutions of tertiary level education both locally and around the world.
- To facilitate the ongoing and integrated use of information technology.

At DIS we value honesty and academic integrity as means whereby students become well- rounded caring citizens and life-long learners as stated in our mission statement and aligned with the IBO mission statement.

It is therefore quite important that the whole school community understand and follows the Academic Honesty Policy

In a **Caring** and **Principled** IB World community, Academic honesty is when teachers and students acknowledge the contributions of others in the completion of work and do not misrepresent work as their own when it is not. **When DIS teachers and students use someone else's material as part of their work, it must be acknowledged and referenced.** Examples include books, newspaper and

magazine articles, cartoons, audio and video recordings, movie excerpts, extracts from books, images, diagrams, graphs, tables, statistics, material from websites, etc.

ACADEMIC MISCONDUCT

The IBO defines academic misconduct as behaviour (deliberate or inadvertent) that results in the candidate gaining an unfair advantage in the school assessment (IBO exams, assignments and/or homework).

This includes:

Plagiarism: the representation (intentionally or not) of ideas, words or work of another person without explicit acknowledgment. This may include but is not limited to:

- direct or indirect copying of material;
- use of large segments of non-cited, copied wording;
- over-dependence on source's phrasing,
- translation of a text from another language.

Fabrication: all data which is presented by the students must be authentic and original.

Collusion: supporting misconduct by a student. This may include, but is not limited to:

- allowing other students to copy from one's examination, paper, homework assignment, or other project;
- assisting another student on a take-home examination, paper, homework assignment, or other project if one knows or suspects such assistance is not authorized by the instructor;
- writing a paper or other project for another student;
- receiving external help for Internal Assessments;
- sharing information regarding assessment contents and questions with other students.

How is collaboration different from collusion?

Collaboration is different from collusion. Collaboration occurs when a group task is divided and equal contributions are made. Students are often asked to collaborate with other students; for example, working in the science lab where a group comes up with shared data or on oral presentations. The shared data will then be developed into individual and unique work and references will be cited.

Duplication of work/data: the presentation of the same work/data for different assessment components and/or diploma requirements.

Disregarding the IB DP Examination code of conduct :an infraction or disregard of guidelines as established by the IBO with respect to examination conduct.

Why to promote academic honesty?

We believe that those who breach the regulations of academic work will find it easy to contravene the

conventions in other fields.

For this reason and since the intellectual property concept is potentially difficult to understand and borders of intellectual ownership could be blurred, students must be aware of who owns the information available on the internet and must be able to fully and appropriately acknowledge sources. To this aim we start promoting Academic honesty from MYP 1.

What is the role of tutors?

Some students may have tutors to help with homework and internally or externally assessed assignments, (PP in the MYP, TOK Essay, Extended Essay..in the DP) **ALL work submitted by students for assessment MUST be the authentic work of the student and not of the tutor. Using the ideas of tutors is dishonest and will be treated as plagiarism.** This is also true for help from family members.

School responsibilities

DIS will prevent academic dishonesty in the following ways:

- Setting clear expectations for assignments and providing guidance to candidates on how to correctly cite the sources they have consulted.
- Designing assignments that do not lend themselves to academic misconduct.
- Using computer technology to find out whether students have copied something from the internet or from other sources.
- **Being a role model** – make sure all shared materials (handouts, presentations etc.) are correctly referenced.

Student responsibilities

The students can prevent academic dishonesty by:

- Reading and signing the Academic Honesty Policy.
- Understanding the proper way of citing or acknowledging original authorship of works.
- Complying with all internal school deadlines.
- Not seeking nor accepting external help for their assignments.
- Ensuring that all the work they submit is authentic (IBO guide, p. 7).

Procedures for dealing with academic honesty

Investigation

If members of staff suspects that a student has breached the school's Academic Honesty Policy they will inform the DP coordinator who will inform the Head of School. The student will then be given the chance to reply to the accusations and if the student is found not guilty of dishonesty then no record will be made. If, on the other hand, it can be shown that inappropriate work has been submitted then the school will impose an appropriate sanction.

Consequences

In the **MYP**, if a student is suspected to have committed plagiarism or is guilty of academic misconduct, after consultation with the relevant teacher, class coordinator, IB coordinator and Headmaster, the parents will be informed and a **ZERO** grade will be given for the assessment in question. Additional punishment may be given as well and a student's conduct grade may be affected.

Any further infractions involving academic dishonesty will follow the same procedure as any other serious disciplinary matter, and could ultimately lead to a student's suspension or expulsion from DIS.

In the **DP** Students who are found to have submitted plagiarised or dishonestly produced material for both EA (TOK ESSAY, EE,...) and IA will fail to receive a grade in the subject concerned and may be disqualified from all subject examinations. Additionally the school may suspend or expel a student if it is deemed necessary .

At the beginning of DP1 students and families will be due to sign the following document.

DP ACADEMIC HONESTY CONTRACT

At DIS we understand the values of academic honesty and independence in learning. Please see the IB Learner Profile. D.I.S strives to help students in their pursuit of integrity. Ethical academic practice helps students benefit from learning the skills and knowledge required for future success and helps them avoid the serious consequences of academic dishonesty. Please read through (a) the information below and (b) the IB General Rules and Regulations.

<http://www.ibo.org/globalassets/publications/become-an-ib-school/dp-general-regulation-2014.pdf>

By signing this contract you will be recognizing that students who breach the Academic Honesty Contract are subject to disciplinary action by the school and may be disqualified, by the International Baccalaureate Organization, from pursuing IB courses.

1. I will always **work independently** on schoolwork that is required to be completed alone. I am aware it is not permitted to receive unauthorized assistance on any IB work being submitted for internal or external assessment.
2. I will always use **my own words and ideas** on IB work and will acknowledge original authors when used. I understand that plagiarism is strongly forbidden. This is using the words or ideas of others, in whole or in part, and submitting it as one's own without giving proper credit to the original authors.
3. I will **respect the ethical requirements of tests** and examinations. I am aware it is not permitted to consult any unauthorized information during tests or exams and that it is not permitted to communicate exam information or answers during or following an exam.
4. I will always **use accurate information**. I am aware it is not permitted to falsify or fabricate data or observations on any work.
5. I will **submit original work for every class**. I am aware it is not permitted to turn in an original paper or project more than once for different classes or assignments.

.....
I have read and understand this Academic Honesty Contract.

Student Name (Print) _____ Date: _____

Signature _____

I have read and understood this Academic Honesty Contract and have discussed it with my son/daughter. I agree to encourage compliance with the rules stated above. I have read and understood the IB General Rules and Regulations.

Parent Name (Print) _____ Date: _____

Signature _____

How to reference sources in the MYP & DP?

At school, students will gather information and ideas from various sources for projects and when producing reports or written work. All sources must be acknowledged.

At DIS the **MLA (Modern Languages Association) citation style** is the citation style used in MYP.

In the DP the choice is left to different subject teachers who may prefer reference styles other than MLA, eg. APA, Chicago/Turabian.....

How to cite sources in middle school (MYP1, MYP2 and MYP3)

In MYP1, MYP 2 & MYP3 students must cite their sources at the end of their work. Citation must include the following:

- the author
- the title of the source
- the publisher or website
- the publication date
- WEB or PRINT
- Website address

(Example: “A Documentary Unveils that Dolphins Get High on Puffer Fish.” Liguria Nautica News (2014) Web. 11 January 2014. <http://www.newsiguria.com/en/?p=780>)

The following website is very useful in creating citations.

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

How to cite sources in high school (MYP4, MYP5 and DP1 & DP2)?

In MYP 4 and MYP 5, , students must use **full MLA citation**. The English Department is responsible for introducing the MLA citation style and annually reviewing the Academic Honesty Policy and MLA style with all new MYP students and teachers.

Department Heads must ensure that the Academic Honesty Policy is followed and enforced within their specific subjects, periodically collecting samples of student work to demonstrate the DIS Academic Honesty Policy in action.

Online MLA citation sites

www.easybib.com

In English

www.easybib.com

<http://www.sass.uottawa.ca/writing/kit/reference-mla.pdf>

In Italian

<http://it.wikipedia.org/wiki/MLA>

In French

http://fr.wikipedia.org/wiki/MLA_Style_Manual

<http://www.sass.uottawa.ca/redaction/trousse/reference-mla.php>

In Spanish

http://es.wikipedia.org/wiki/Manual_de_estilo

In German

<http://de.wikipedia.org/wiki/Styleguide>

In Chinese

<http://zh.wikipedia.org/wiki/MLA%E6%A0%BC%E5%BC%8F%E6%89%8B%E5%86%8A>

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