



DELEDDA INTERNATIONAL SCHOOL

ACADEMIC HONESTY POLICY

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Purpose of an Academic Honesty policy

Deledda International school mission statement

“Deledda International School provides an international education that fosters academic growth 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 that, in the lower years, is blended with the national Italian Curriculum.”

At DIS we value honesty and academic integrity to help 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 important that the whole school community understand and follow 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 IB defines student academic misconduct as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct”¹.

¹ Academic Integrity: IBO, 2019

Examples of Academic misconduct include:

- **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:** presentation of non authentic data. This may include, but is not limited to: - presentation of invented data of an experiment; presentation of manufactured data for a mathematical exploration/project.
- **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;
 - sharing information regarding assessment contents and questions with other students.
- **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.

How is collaboration 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 when a group comes up with shared data. The shared data will then be processed into individual and unique work and references will be cited. Another example is a project or an oral presentation. Each student in the group collaborates and each individual contribution is well identifiable. All the sources are fully documented.

Why promote academic honesty?

We believe that those who breach the regulations of academic work may find it easy to contravene the conventions in other fields. For this reason and since the intellectual property concept is difficult to understand and borders of intellectual ownership can 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.

How to practice academic integrity

The role of students

Students must take responsibility for their learning. Students can prevent academic dishonesty by:

- Reading and becoming familiar with this policy, our Handbook and all IBO regulation documents .
- Understanding the proper way of citing or acknowledging the original authorship of work.
- Submitting their work to Turnitin when required by teachers and/or the MYP/DP coordinators
- Complying with all internal school deadlines.
- Not seeking nor accepting external help for all of their assignments.
- Ensuring that all the work they submit is authentic by signing the relevant assessment form²

The role of teachers

At DIS, teachers are expected to:

- Provide students with guidance in understanding the meaning of academic honesty and how to avoid breaching it.
- Provide opportunities for students to learn and practice how to properly carry out a research paper or prepare an oral presentation.
- Set clear expectations for assignments and provide guidance to candidates on how to correctly cite sources.
- Check for authenticity using Turnitin for any formative and/or summative task which will be graded and for any work which will be submitted to IBO. (EE, TOK papers, Internal Assessments)
- Confirm to the best of his or her knowledge, that all candidates' work accepted or submitted for assessment is the authentic work of each candidate.
- Comply with the DIS convention for citing and acknowledging sources (MLA style for all subjects at MYP, MLA or another referencing system chosen by each department at DP).
- Clearly organise group work, especially for assessment, dividing tasks among group members so as to monitor and ensure fair assessment.
- Be role models and use appropriate referencing systems for any material used.

The role of the Librarian

The Librarian works in collaboration with the classroom teachers to:

- help students develop research skills (identified in the MYP and DP Approaching to Learning) and learn the fundamentals of academic honesty.

² Middle Years Program Assessment Procedures 2020, Diploma Program Assessment Procedures 2020

The role of programme coordinators

- Establish a school culture that actively encourages academic honesty.
- Support the IBO fully in the prevention, detection and investigation of malpractice.
- Support Class Teachers with PD about Academic Honesty once a year.
- Review the Academic Honesty policy periodically.
- Explain the Academic Honesty policy to parents at a yearly workshop.
- Agree with teachers on an internal calendar for all due dates for the receipt/submission of candidates' assessment material (for MYP, due dates for the Personal Project submission; for DP, the internal deadlines for IAs)
- Inform DP students about IBO Conduct of Examinations as described into the `Diploma Programme Assessment Procedures`.
- For DP: Ensure candidates and invigilators are provided with relevant information about examination regulations.

The role of parents

Parents or legal guardians should support their children's learning by:

- understanding school internal policies and procedures that safeguard the authenticity of their children's work
- support their children in planning a manageable workload so they can allocate time effectively

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. In addition, the use of online translator apps, like Google Translate is not permitted for long phrases or entire sentences or passages.

Procedures for dealing with academic honesty

Investigation

We normally have in class tests which are supervised and teachers have secure exam conditions during them. Any tasks uploaded to Managebac are checked against academic integrity using Turnitin.

If members of staff suspect that a student has breached the school's Academic Honesty Policy they will inform the Class coordinator and the MYP or DP coordinator. The student will then be given the chance to reply to the accusation 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 measure.

Consequences

In the MYP and DP, if a student is found guilty of academic misconduct, after consultation with the Class coordinator and MYP and/or DP coordinator, the class teacher will inform parents with a Behaviour Note on Managebac and a ZERO grade will be given for the assessment in question. Additional punishment may be given as well and the student's conduct 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.

At the beginning of MYP4 and DP1, the coordinator will review the Academic Honesty Policy with students and then the students and families will sign the DIS Academic Honesty Contract (see MYP and DP contracts in the appendix). Every year teachers will review the Academic Honesty Policy of the school to promote Academic Integrity in all aspects of the MYP and DP.

Academic Honesty during the DP May exams-Conduct of the Examinations

Several weeks before the May exam session, DP candidates are given a copy of the **Conduct of the Examinations-Notice to Candidates** and the DP coordinator reviews the document with the students answering any questions which may arise. Then each candidate is asked to sign and date the document to ensure that procedures are clear and students fully understand how the examinations will be conducted.

How to reference sources in the MYP & DP?

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

In the MYP, the MLA (Modern Languages Association) citation style is the referencing style used.

In the DP the choice is left to different subject teachers who may prefer reference styles other than MLA, for example, APA, Chicago/Turabian, etc. If a referencing style other than the MLA is chosen, the DP teacher must take the time to familiarize the student with the new referencing style and check to be sure that it is understood and documentation is correct.

Our Vertical Plan showing how we teach referencing of sources with examples

In **MYP1** students are required to cite all sources used as a link at the end of the work. When they are copying and pasting words from a source, they need to put them in quotes. When a book or magazine is used, they also need to include the author and title.

Example:

“Bejan isn’t the first person to study behavior as physics, or to use physics to describe wider systems. But his new book, *The Physics of Life: The Evolution of Everything*, may be the broadest consideration yet.”

Works cited

<https://www.nationalgeographic.com/news/2016/05/physics-evolution-life-constructal-law-bejan-ngbooktalk/>

In **MYP2** students are required to cite all sources used at the end of the work using MLA (using a reference tool such as Citation Machine or EasyBib). They also need to include the link to the source. When they are copying and pasting words from a source, they need to put them in quotes.

Example:

“Bejan isn’t the first person to study behavior as physics, or to use physics to describe wider systems. But his new book, *The Physics of Life: The Evolution of Everything*, may be the broadest consideration yet.”

Works cited

Briesen, Derek von, et al. “What’s the Meaning of Life? Physics.” *National Geographic News*, 30 May 2016, <https://www.nationalgeographic.com/news/2016/05/physics-evolution-life-constructal-law-bejan-ngbooktalk/>

In **MYP3** students are required to cite all sources used at the end of the work using MLA (or a reference tool) and when using a referencing tool, they are asked to complete all the following fields:

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

Example:

“Bejan isn’t the first person to study behavior as physics, or to use physics to describe wider systems. But his new book, *The Physics of Life: The Evolution of Everything*, may be the broadest consideration yet.”

Works cited

Briesen, Derek von, et al. “What’s the Meaning of Life? Physics.” *National Geographic News*, National Geographic 30 May 2016,

<https://www.nationalgeographic.com/news/2016/05/physics-evolution-life-constructal-law-bejan-ngbooktalk/>

In **MYP 4/MYP 5**, students must use full MLA citation and in-text citations.

Example:

“Bejan isn’t the first person to study behavior as physics, or to use physics to describe wider systems. But his new book, *The Physics of Life: The Evolution of Everything*, may be the broadest consideration yet” (Briesen).

Works cited

Briesen, Derek von, et al. “What’s the Meaning of Life? Physics.” *National Geographic News*, National Geographic 30 May 2016,
<https://www.nationalgeographic.com/news/2016/05/physics-evolution-life-constructal-law-bejan-ngbooktalk/>

In **DP1/DP2** students must use a referencing style and in-text citations for all of their work. If the MLA citation referencing is not used, the teacher must teach the students the correct way to reference and ensure that referencing is correct.

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 referencing systems available in different languages

<https://style.mla.org/works-cited-a-quick-guide/>

www.easybib.com

<http://www.citationmachine.net/items/confirm>

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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APPENDIX

DIS Middle Years Programme Academic Honesty Policy Contract

To live up to the values and standards of The IB Mission Statement and the IB Learner Profile it is crucial to show academic honesty in every subject and in every aspect of the IB Middle Years Programme.

What is academic honesty?

Academic honesty is defined by the IBO document, *Academic Honesty: Guidance for Schools*, as “**a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.**” It is the responsibility of each student, staff member and administrator to understand these policies. **A lack of understanding is not an adequate defense against a charge of academic dishonesty.**

Good practice of academic honesty includes: Legitimate collaboration: you collaborate when carrying out experiments. The report/lab report reflecting the group work must be written by the individual student, no collaboration is allowed. Intellectual property: every individual owns the right to his/ her ideas. You are free to use them, but you have to acknowledge whose ideas you use. Acknowledging original authorship: when citing you use reference indicators in an appropriate way.

What is academic dishonesty?

According to the IB, malpractice can be defined as behavior that results in, or may result in, the student or any other 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 (classmates, authors, etc.)
- **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 of work:** this is defined as the presentation of the same work for different assessment components
- **any other behavior that gains an unfair advantage for a student or that affects the results of another student** (for example, taking unauthorized material into an examination, misconduct during an examination).

Written assignments and other work handed in are periodically checked by TURNITIN, an on-line program, which checks for plagiarism.

Responsibility

Both the student and the teachers have the responsibility to authenticate assessed work. The student is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. Students themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was deliberate or the result of poor research skills. The same principle applies to collusion.

Consequences

Plagiarism (and other forms of malpractice) must not be viewed as a trivial offence with only minor consequences. It must be viewed as a serious academic transgression. If academic dishonesty is detected or suspected the teacher should report it to the Class Coordinator immediately and s/he will report it to the IB MYP Coordinator. A meeting will be held **where evidence is presented**.

First occasion for class work or homework

A behavior warning will be posted on MB and an email will be sent home to the student's parents. The work will not be assessed or marked. The grade will be a "0".

Second occasion

If after the first occasion, the student once again plagiarizes on class work, the teacher should report it to the Class Coordinator immediately and s/he will report it to the IB MYP Coordinator. A meeting with the teacher, student and parents will be held where evidence is presented and the student receives a "yellow light" on MB. **Any future infractions may result in suspension or expulsion.**

I confirm that I have read and understand the DIS MYP Academic Honesty policy and I have explained it to my parents.

Student's Name	Student's signature
Date	Parent's Signature

(Adapted from *Academic Honesty: Guidance for Schools* and Katedralskolan Skara Academic Honesty policy)

DIS Diploma Programme Academic Honesty Policy Contract

To live up to the values and standards of The IB Mission Statement and the IB Learner Profile it is crucial to show academic honesty in every subject and in every aspect of the IB Diploma Programme.

What is academic honesty?

Academic honesty is defined by the IBO document, *Academic Honesty: Guidance for Schools*, as “a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.” It is the responsibility of each student, staff member and administrator to understand these policies. **A lack of understanding is not an adequate defense against a charge of academic dishonesty.**

Good practice of academic honesty includes: Legitimate collaboration: you collaborate when carrying out experiments. The report/lab report reflecting the group work must be written by the individual student, no collaboration is allowed. Intellectual property: every individual owns the right to his/ her ideas. You are free to use them, but you have to acknowledge whose ideas you use. Acknowledging original authorship: when citing you use reference indicators in an appropriate way.

What is academic dishonesty?

According to the IB, malpractice can be defined as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component or during the DP final exams.

Malpractice includes:

- **plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate’s own (classmates, authors, etc.)
- **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
- **any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate** (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

Written assignments (Internal Assessment, TOK, EE) and other work handed in are checked by TURNITIN, an on-line program, which checks for plagiarism.

Responsibility

Both the candidate and the teachers have the responsibility to authenticate IB assessed work. The candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. Candidates themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was deliberate or the result of poor research skills. The same principle applies to collusion.

Consequences

Plagiarism (and other forms of malpractice) must not be viewed as a trivial offence with only minor consequences. It must be viewed as a serious academic transgression. If academic dishonesty is detected or suspected the teacher should report it to the Class Coordinator immediately and s/he will report it to the IB DP Coordinator. A meeting will be held **where evidence is presented**.

1. **First occasion for class work or homework**

A behavior warning will be posted on MB and an email will be sent home to the student's parents. The work will not be assessed or marked. The grade will be a "0".

2. **Internal Assessment work, Extended Essay, TOK, External Assessment**

If academic dishonesty is detected or suspected in IA work, in the EE, or TOK, the teacher should report it to the Class Coordinator immediately and s/he will report it to the IB DP Coordinator or EE coordinator. An official email is sent home to the parents and the student receives a note on MB for a behavior infraction. The student must resubmit the work.

Second occasion

If after the first occasion, the student once again plagiarizes on class work, IA or in the EE, the teacher or EE coordinator should report it to the Class Coordinator immediately and s/he will report it to the IB DP Coordinator. A meeting with the teacher, student and parents will be held where evidence is presented and the student receives a "yellow light" on MB.

Any further infractions

It is possible that a student will not be registered in the subject concerned and will thus have a failing grade in that subject and consequently will not achieve a full Diploma.

If malpractice is suspected after the work has been submitted and the cover sheet has been signed, the IBO will start an investigation and decide the consequences. If malpractice is detected after the Diploma has been awarded or marks have been given the Diploma can be withdrawn.

I confirm that I have read and understand the DIS DP Academic Honesty policy and I have explained it to my parents.

_____	_____
Student's Name	Student's signature
_____	_____
Parent's Signature	Date

(Adapted from *Academic Honesty: Guidance for Schools* and *Katedralskolan Skara Academic Honesty policy*)