

## ACADEMIC HONESTY POLICY

GIFS is committed to a policy of academic honesty. We believe that all students' work should be based on their own "individual and original ideas with the ideas and work of others fully acknowledged" (IBO Academic Honesty 2). In practice, this means students will do their own work and give credit to others whose ideas may have inspired their thinking.

**Plagiarism and copying can be avoided by acknowledging sources in the correct way.** Using the words and ideas of another person to support an argument and integrating them with one's own in an accepted way is an important skill. But it is wrong to take material from any source, including the Internet, and use it as one's own without acknowledgement. **It is not sufficient to list sources in a bibliography: these must be directly cited.**

There are different kinds of academic dishonesty and malpractice:

**Plagiarism** – the representation of another person's work or ideas as one's own

- Copying passages from any source into an essay without properly quoting and citing the information, including tables and graphs
- Paraphrasing the argument or information from any source without properly citing the information
- Selectively changing, re-ordering, or omitting the words from any source without properly citing the information, including tables and graphs
- Copying a translation from an Internet or other translating service without properly citing the information
- Turning in an assignment which has been previously submitted for a grade, whether the assignment was done by the student in question, a previous student, or a student from a different school
- Following the exact steps of an existing scientific experiment without properly citing the information on the IB Extended Essay or other science assessment in which one is expected to do their own work
- Copying or using an existing piece of art in any medium without properly citing the material, e.g. copying a painting in art class, or using a graphic design or photograph in an essay/project or digital media presentation without including proper citation

**Cheating on a test, quiz, or IB assessment** – copying the work of another or using unauthorized resources in order to gain an advantage during a test, quiz, or IB assessment

For tests, quizzes, or IB assessments, students may not:

- Bring in and use unauthorized notes, formulas, electronic devices, etc.
- Look at the work of another student
- Talk or make unreasonable noises
- Assist another person in any way with their work, e.g. allowing your work to be copied, giving signals, or answering questions for another person
- Discuss a test, quiz, or IB assessment with a student who has not already taken said test, quiz, or IB assessment
- Obtain a copy of a test, quiz, or IB assessment in any form before said test, quiz, or IB assessment is given by the teacher

**Collusion** – supporting dishonesty by someone else, e.g. by allowing one’s work to be copied

- Allowing and/or encouraging another individual to copy one’s work and claim it as their own
- Allowing or encouraging another individual, including tutors or parents, to do one’s assignment for you and then claiming it in as one’s own
- Copying another student’s work, whether allowed or not, and claiming it as one’s own

The following examples of collaborative work do not constitute collusion and as such do not violate the GIFS Academic Honesty policy:

- Working with other students on teacher assigned group work in which all students’ names will be attached on the final submission
- Allowing another individual to proofread or look at your work with the purpose of giving advice as long as any corrections or later work is done by the student whose name is on the submitted assignment

GIFS has chosen the Modern Language Association (MLA) Style as the accepted school wide formatting and referencing style. The MLA Style provides a format and guidelines for how to cite and reference many types of sources, including print and digital. In addition to information, all graphic work, such as maps, photographs, illustrations, graphs, tables, and digital art must be cited properly in order to avoid plagiarism.

See <https://owl.english.purdue.edu/owl/resource/747/01/> for help and information regarding the MLA Style.

### **Consequences:**

Taking part in and/or being an accomplice to academic dishonesty is considered a very serious challenge to the foundation of academic integrity at our school.

The enforcement of all sanctions of academic dishonesty is the responsibility of school administration. The sanctions that follow each occurrence of academic dishonesty are at the discretion of school administration. The following sanctions are designed as guidelines.

If academic dishonesty is detected, the consequences are likely to be severe. The seriousness is decided as a judgment of the degree of ‘intention’ on the part of the student. In any event, the malpractice will be noted in the student’s file and any future offences are likely to be treated more severely. At IB level, it can lead to **withdrawal of a Diploma or Certificates** (IBO Academic Honesty 14).

**First Offence:** A grade of ‘0’ will be awarded for the piece of work, assignment, or test. The teacher will notify the Assistant Principal and a record of this will be kept in the student’s personal file. Parents will be notified of the incident immediately. The student will receive a note on the Behavioural Warning Record and an immediate detention will be given.

**Second Offence:** Any of the above and the action may result in internal suspension. The teacher will notify the Assistant Principal who will notify the Principal. Parents will be notified of the incident immediately. A grade of ‘0’ is awarded for the piece of work, assignment, or test. A record of this infraction is kept in the student’s personal file. The

student will receive a note on the Behavioural Warning Record and an immediate internal suspension will be given.

**Third Offence:** Any of the above with the addition of internal or external suspension. The teacher will notify the Assistant Principal who will notify the Principal. Parents will be notified and a record kept in the student's personal file. A grade of '0' is awarded for the piece of work, assignment, or test. An incomplete grade may be assigned for the *course* for repeated offences in the same course.

***Continued disregard for the school's academic expectations could result in expulsion from GIFS and/or withdrawal of the IB Diploma or Certificates.***

### **Implementation**

The academic policy will be implemented and maintained through:

- A dedicated session at the start of the academic year that will include the Librarian, the DPC and all IBDP students, after which students will sign the Academic Honesty Agreement.
- All advisories during homeroom sessions.
- PSHE lessons targeted at correct referencing/citation and the consequences of academic dishonesty.
- Subject teachers throughout the school year.
- The availability of this document on our school website

All major projects or assignments in the Middle and High school will be entered into Turnitin.com to ensure adherence to this policy.

*This document borrows from "Academic Honesty," International Baccalaureate, Cardiff, 2007. Parts of this academic honesty policy were adapted from the academic honesty policies of Seoul Foreign School and UWC-South East Asia.*

### **Works Cited**

*IBO Academic Honesty. Buenos Aires: International Baccalaureate, 2007. 28 Jul 2015. Web.*

## GIFS Academic Honesty Agreement

Please **sign below** to confirm that:

1. I have read, and I understand, the GIFS Academic Honesty Policy.
2. I am aware that any kind of malpractice is taken very seriously by GIFS and, where appropriate, by the International Baccalaureate. This could lead to expulsion from GIFS, loss of the Diploma, or both.

Student name (block letters)	
Student's signature	
Date	
Parent name (block letters)	
Parent's signature	
Date	

### Publicising this policy

This policy and the responsibilities of key staff will be publicised throughout the school.