New Vision International School

Academic Honesty Policy
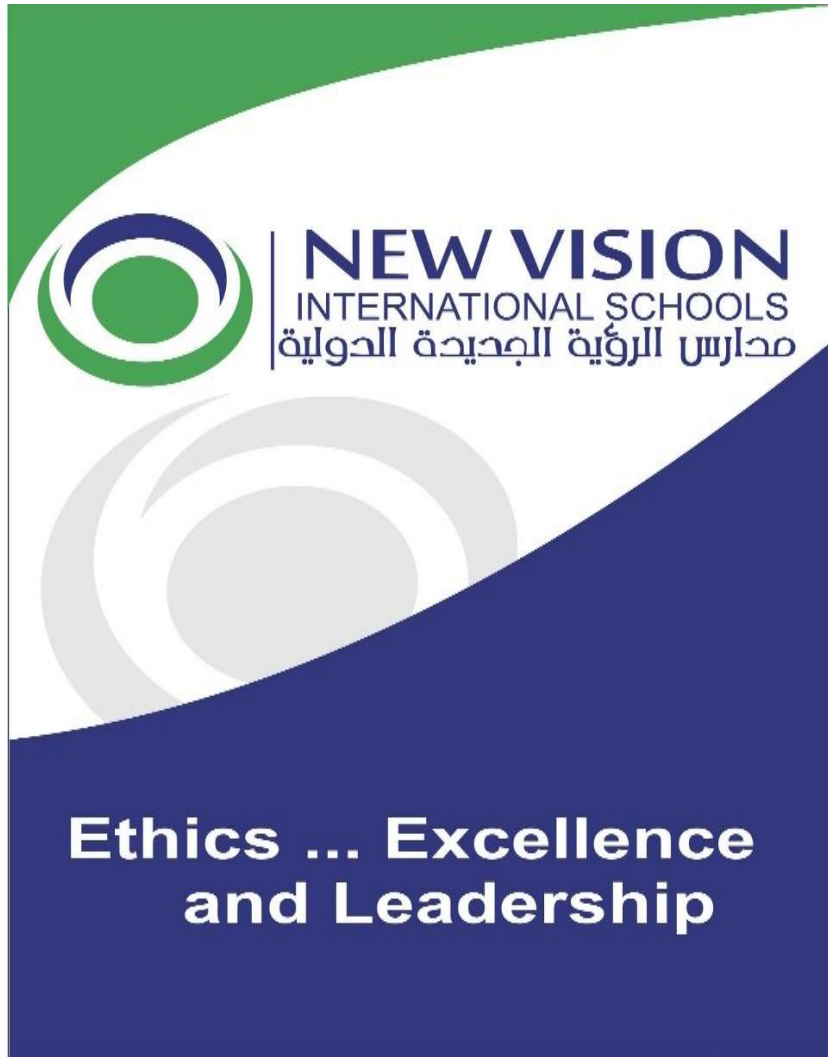
Ethics ... Excellence and Leadership

Academic Honesty Policy Index

Philosophy

In line with the IB Learner Profile values all students in NVIS are expected to exhibit ethical behaviour in relation to their work. They will be taught to understand what academic honesty means and the importance of maintaining transparency in knowledge, understanding, and thinking. To ensure this NVIS has put in place guidelines for the students to follow to ensure that any work submitted by students is their original work, with references to original sources where applicable. The policy clarifies students' responsibilities in this area, as well the responsibilities of all members of the school community; and the consequences of not adhering to the standard set by this policy.

What is academic honesty?

Academic honesty is a code of conduct that is followed by academics to ensure that the intellectual property of others is respected and protected. It means that when students present their work it is their own work, not the work of another person unless this is acknowledged.

To meet the required standards of ethical conduct that are stated in the IB Learner Profile as well as the NVIS Mission statement students will be expected to:

• understand that the purpose of an assignment or assessment, summative or formative, is to show what they know, understand, and can do and must provide their own work.
• Understand that it is acceptable to use the ideas of others if they are acknowledged
• Understand that when a product is required from a group, the product should reflect each member's contribution.
• understand the value of research that is conducted well
• give credit to any source or reference used to inform their product

Roles and Responsibilities of the members of the school community:

Students should recognize that they are ultimately responsible for their own work and that the consequences of any breaches of the standard of academic honesty will be theirs alone. However all members of the school community have a role to play in ensuring that academic honesty is followed in the school.

Teachers/Coordinator' Roles:

1. The school leadership understands and encourages academic honesty, promotes a positive school culture, and provides resources to support academic honesty.
2. Teachers are responsible for sharing and providing support for academic honesty in the MYP and communicating the policy to their students.
3. Teachers are responsible for designing learning experiences that require thinking skills and not simply copying

4. Teachers/Librarians are responsible for teaching their students proper citation of sources, school will use "TURNITIN" for citation.

Parents' Role:

5. Parents are responsible for encouraging their children to understand ethical behaviour.

Students Roles:

6. Students are responsible for following the academic honesty policy. They are responsible for their actions and any consequences that accompany them.
7. Students are responsible for speaking to their teachers about their work and showing them drafts at different stages of production.
8. Students are responsible for asking teachers for advice if they are unsure of when to reference sources.

What is considered a breach of academic honesty?
The following is a list of some examples of breaches:
  ➢ Plagiarism – submitting the work of others as your own (words, ideas, pictures, presentations) without referencing the source of information
    Some examples of plagiarism are:
    • Copying and pasting sentences, ideas, pictures or graphs from a book, the internet or another student without using quotation marks
    • Using the ideas of other persons (real or off the internet) without referencing
    • Copying information off the internet without referencing it
    • Buying an essay, or paying someone to do one's work and submitting it as one's own

  ➢ Copying – using the work of another student and submitting it as one's own
  ➢ Cheating – taking answers during an assessment from another student with or without his knowledge, or taking materials into an exam to copy from
  ➢ Collusion – assisting another student to produce work that is not his own, or to cheat
  ➢ Fabrication – making up data and results of an investigation and claiming that it is the result of a real investigation
  ➢ Duplication – submitting the same work for different assignments without the approval of the teachers involved
  ➢ Examination Theft – gaining access to exams or assessments without proper permission

Consequences of academic dishonesty

If a teacher suspects that a student may have breached the school's policy of academic honesty he/she will inform the IB DP Coordinator, who will in turn investigate the matter. Any student who is found to be academically dishonest will face the following consequences:

Instance	Consequence
First instance	• The assignment will not be graded • Student-Teacher conference to ensure that the student understands his/her mistake and what needs to be done to avoid this being repeated and this will be considered as a verbal warning. • The teacher ask the student to repeat the assignment. • The teacher will communicate the instance to the IB MYP Coordinator and the school counsellor prepare an incidental report to be kept on file.
Second Instance	• The assignment will not be graded • Parent-Student-Teacher conference to discuss the matter with the Principal/Head of School and this will be considered as the first warning. • The student may be suspended.
Third or any additional Instance	• This will result in a meeting between the school, student and parents in order to sign a commitment to following the guidelines of the academic honesty policy. • An incidental report with a Declaration form to be signed by the parent to be kept on file and will be considered as the second warning. • No work will be graded until the agreement is in place and followed through.

In line with IB recommendations and practice, the school may request random samples of student work to be submitted random to external bodies for verification and evaluation of sources. The school may use some tools such as turnitin.com to check student work. Students must submit electronic copies of any work to his/her teacher at any time when requested. To ensure that there are records of how the work was produced students must be advised to keep their reflection journal, and rough notes and drafts for teacher review as evidence of the originality of their work.

Student Name	
Student Number	
Academic year	
Supervisor's Name	

Student Declaration: *I confirm that this work is my own and this is the final version. I have made references to any original sources for any words, ideas, or works of other persons, whether written, oral or visual (hard copy and/or electronic materials).*
Student's Signature: **Date:**
Supervisor's Declaration: *I confirm that, to the best of my knowledge, the material submitted is the authentic work of the student*.
Supervisor's Signature: Date:
Supervisor's Comments: