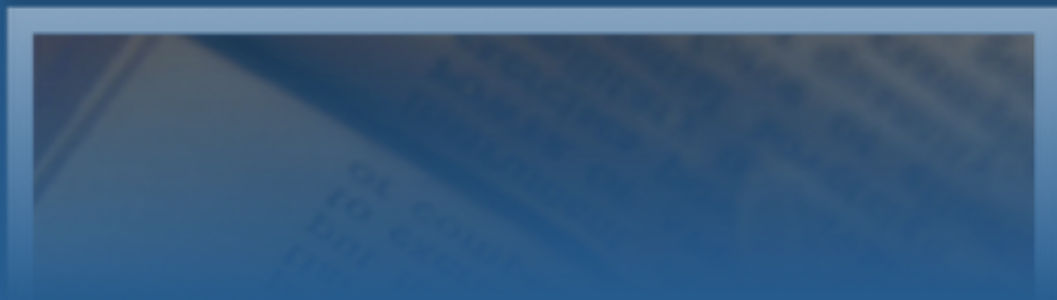


SHANGHAI JINCAI HIGH SCHOOL

INTERNATIONAL DIVISION

# Academic Honesty Policy





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# Purpose of this document

As part of the IB MYP / DP requirement, JCID is committed to academic honesty and will continually strive to ensure that students, parents, teachers and staff understand its importance. The purpose of this policy is to outline what academic honesty means and the school's procedural responses to cases of academic dishonesty.

This policy reflects the school's commitment to uphold practices that are aligned with the IB. As such, teachers should use their discretion when implementing this policy and reserve its use for significant violations. Minor instances should be regarded as 'teachable moments' and teachers should feel free to exercise their professional judgment in dealing with minor and/or unintentional instances of academic honesty violations.

# What we believe

At JCID, we believe that honesty is a virtue and that all members of the school community have an obligation to treat the work and ideas of others with integrity. Towards this end the school commits itself to educating its community on what academic honesty is, how to be academically honest and how to take responsibility for the representation of their own, and others, ideas.

We believe that all students:

- should be honest in presenting all their school work
- should not cheat
- should seek inspiration from the ideas of other people and understand that it is OK to use the ideas of others, they just need to be acknowledged
- should understand that their teachers value their ideas and want them to present their ideas using their own language and voice
- should know that you must say 'no' to others who want to copy their work
- should know that working in groups can be a wonderful learning experience, and what they present to your teacher is their own work, expressed in their own words
- should understand the benefits of properly conducted research and respect for the creative efforts of others
- should be given the opportunity to understand what academic honesty is and how to uphold the school's academic honesty expectations








We believe that all teachers:







- should model good practice in academic honesty
- should provide clear guidelines for learning tasks
- should promote the benefits of properly conducted research and respect for the creative efforts of others
- should design learning tasks that require thinking skills, and are not able to be completed by simply copying or falsifying information
- should ensure that all their students understand a task's requirements
- should follow through with appropriate consequences when encountering instances of academic honesty
- should use anti-plagiarism tools as teaching instruments in raising awareness of academic honesty
- should make clear what the expectations are regarding academic honesty, such as referencing, bibliographies etc
- should scaffold larger tasks, with opportunities to submit interim work or with milestone checks, to help students maintain their own 'voice' in completing these tasks

# Definitions of terminology used to describe academic honesty

Academic honesty: Behaving and working honestly in researching and presenting schoolwork. This includes respecting the ownership of the ideas and material of other people, and behaving appropriately when sitting exams (IBO 2003 and 2009).

- Plagiarism: The representation of other's thoughts or work, as the student's own in order to gain an unfair advantage. This includes using others work without citation or sourcing (IBO 2003 and 2009).
- Collusion is allowing one's work to be copied or submitted for assessment by another (IBO 2009:3). There are times when students will collaborate with other students to complete their work. However, the final work must be independently produced, despite the fact it may be based on the same or similar data and/or research as another student (IBO 2009:4).
- Duplication is defined as the presentation of the same work for different assessment components or course requirements (IBO 2003:2).
- Cheating gaining an unfair advantage, including:
  -  Falsifying a record, data etc
  -  Use of mobile phones to text outsider, camera facility
  -  Using notes in a test
  -  Using a mobile to download information
  -  Commissioning another person to do the work



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-  Stealing papers, or downloading free papers from the internet
  -  Using an electronic language translators to 'launder' language
  -  Having a parent or tutor do assignments/assessments
  -  Submitting work, which has been submitted by yourself or another student for a previous or different assessment task, or for a task at a different school
  -  Submitting work for one subject which had been submitted for another subject
- Intellectual property includes patents, registered designs, trademarks, moral rights and copyright. The law protects many forms of intellectual and creative expression (IBO 2003:2).

# Processes and Procedures

In dealing with any issues regarding academic honesty, regardless of the type of intervention used, the intention will always be to bring about a behavioral change in the student.

Students and their families will affirm their commitment to academic honesty by:

- Acknowledging that they have read and understood this document
- Signing and returning a declaration that they have read and understood this policy to the homeroom teachers. In addition to this, teachers may request students sign an Authenticity declaration with the submission of major tasks. If a teacher suspects a student has deliberately committed an act of academic dishonesty, the flow chart below describes the procedures to be followed.

# Procedure for dealing with infringement of academic honesty policy

Teacher suspects case of academic dishonesty



Teacher Investigates:

1. Define the breach: collusion, cheating etc
2. Determine student intent
3. Inform student - provide student with opportunity to respond

No case to be answered

Case closed

Teacher informs the MYP or DP Coordinator and the Homeroom teacher.

Parents should also be informed.

### 1st Infringement:

- Record of infringement kept on student file
- Sanction letter addressed to student (cc'ed to parents, homeroom teacher) sent home
- Phone call home informing parents
- Interview with MYP / DP Coordinator, homeroom teacher
- Resubmission with **reduced** score
- Detention once from school

### 2nd Infringement:

- Record of infringement kept on student file
- Sanction letter addressed to parents (student, homeroom teacher, counselor, deputy director cc'ed)
- Phone call home informing parents
- Interview with MYP / DP Coordinator, homeroom teacher & parents
- Working on resubmission
- Resubmission (note feedback but no grade awarded)
- Fail '0' recorded on permanent academic record for that subject
- Suspension from school

### 3rd Infringement:

- Expulsion from school

# Blatant acts of academic dishonesty

The school reserves the right to deal with any student found to have been engaged in a blatant and/or serious act of academic dishonesty by using the consequences usually reserved for 4<sup>th</sup> or 5<sup>th</sup> infringements.

## Examples of conventions for citing and acknowledging original authorship

Students can access academic honesty tools, such as MLA referencing tools from the following sites:

- [www.library.arizona.edu/search/reference/citation-mla.html](http://www.library.arizona.edu/search/reference/citation-mla.html)
- [http://bcs.bedfordstmartins.com/resdoc5e/RES5e\\_ch08\\_s1-0011.html](http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch08_s1-0011.html)
- [www.ehow.com/how\\_8587480\\_change-mla-format.html](http://www.ehow.com/how_8587480_change-mla-format.html)

Teachers and MYP / DP students can also use PaperRate to access an immediate analysis of their work for plagiarism detection, spelling and grammar checks; style and word choice analysis, and other features at:

- <http://www.PaperRater.com/>

# Review

The JCID Academic Honesty Policy will be reviewed each year.

# References

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# Appendix 1: Contract

## JCID ACADEMIC HONESTY CONTRACT

1. I will do my own work. I will not copy another person's work, in whole or in part, and turn it in as my own. I will not receive unfair assistance from another student, parent, computer program, or any other unauthorized source on a project that was meant to be completed alone.
2. I will keep quiet during a test. I will not talk to any student, look at anyone else's paper, or allow anyone else to see my paper.
3. I will not consult other unauthorized material or information during tests unless my teacher gives me permission (notes, calculator, electronic storage, etc.)
4. I will not plagiarize. I understand that plagiarism is using the words or ideas of other authors in my papers without giving those authors credit. I will not take material from the Internet or another student's electronic files and use it as my own. I will not copy text, graphics, musical scores, mathematics solutions, artistic layouts or presentations, or any idea in any form from another source without proper citation.
5. I will follow the direction of my teacher regarding whether it is acceptable to give, receive or ask for help on homework.
6. I will not communicate exam information or answers during or following an exam.
7. I will not retrieve unauthorized information-whether on paper, in electronic form, or from another student-during a closed test.
8. I will not, in laboratory situations, falsify or fabricate data or observations, including computer output.
9. I will not arrange to have access to information during tests.
10. I will not claim credit for work that is not the product of my own honest effort.
11. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
12. I will not turn in an original paper or project more than once for different classes or assignments.

**Any student who breaches this Academic Honesty Contract is subject to disciplinary action including grade penalties.**

.....

I have read and understood this Academic Honesty Contract. I will follow the rules stated above.

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.



# Appendix 2: Reflection

The student has been asked to write a report or reflection on academic honesty by the teacher. Then student should be able to understand how to complete the work without breaking school academic honesty policy via answering the following questions.

## ACADEMIC HONESTY REFLECTION SHEET

Subject : \_\_\_\_\_

Task: \_\_\_\_\_

- Explain what it is that you have done that breaks the school rules on academic honesty and why you did this (it might be a good idea to both read through the rules and include quotations from them as relevant):

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- How was your dishonesty uncovered?

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- As you resubmit the work, what steps and strategies will you now use, in order to follow the policy on academic honesty?

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Student Signature: \_\_\_\_\_

Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Subject Teacher Signature: \_\_\_\_\_

Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Homeroom Teacher Signature: \_\_\_\_\_

Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

MYP / DP Coordinator Signature: \_\_\_\_\_

Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_