

Academic Honesty Policy

Policy Aims

The purpose of this policy is to communicate what constitutes acceptable practice in relation to academic honesty; the rights and responsibilities of the members of the school community in implementing and adhering to the policy; and the actions that will be taken if there are breaches of the policy.

Background

The school has long maintained an approach that teaches and promotes academic honesty, in accordance with the school's ethos and aims. One of the capabilities that we aim to develop in our boys is that of generosity, that is "boys who [value other people's contributions and are respectful]". With regards to academic honesty, generosity is demonstrated when students (and staff) acknowledge the work of others and are respectful in how they use that work. These values accord with the IBO's aim to develop principled learners who act with integrity and a sense of fairness. It is the general approach of the school to support students to act with integrity through the promotion of good practice in academic honesty.

Clarification of terms

The school uses the IBO's definition of **academic misconduct** which is "any behaviour, whether deliberate or inadvertent, that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment." Academic misconduct includes the following:

- **plagiarism:** the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. "Work" includes but is not limited to the following: ideas, audio-visual material, graphs, images, data, computer programmes, illustrations, photographs, written text)
- **collusion:** supporting misconduct by another candidate, as in allowing one's work to be copied or submitted for assessment by another, including copying homework and allowing one's homework to be copied.
- **duplication of work:** the presentation of the same work for different assessment components and/or diploma requirements
- any other behaviour that allows a candidate to gain an unfair advantage or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an external or internal examination or class test, stealing examination materials, disclosure of the content of an examination paper within 24 hours of a written exam, falsifying a CAS record, falsifying data collected for IAs).

Measures taken to provide Education and Support

It is the collective responsibility of every teacher in the school to ensure that students at every level understand what it means to act in an academically honest way. This may take many forms, from addressing how to use sources such as websites and books in the Shells, to understanding the process and practice of referencing in all coursework and IAs in the Fourths, Fifths and Upper School. Good practice in Academic honesty is addressed in assemblies and in sessions relating to study skills. Resources are available on Firefly to support students in ensuring that their work meets the required standards of academic honesty. Additionally, support with regards to referencing, evaluation and use of sources is provided by library staff. Staff regularly provide students with opportunities to practise the requirements of academic honesty in lessons and through homework. Staff model good practice in academic honesty in their teaching and in the production of classroom materials.

Responsibilities of Staff, Students and Parents

It is the student's responsibility to ensure that any work produced is authentic and does not breach the expectations laid out by the school in this policy or the regulations of the examining board to which the work will be submitted.

Teachers are expected to acknowledge and support academic integrity as a core principle, to understand the requirements of academic honesty and to provide age-appropriate guidance with regards to expectations and good practice. It is also the responsibility of teachers to respond to academic misconduct should it occur.

It is the responsibility of the school to ensure that students receive guidance on how to produce genuine and authentic work. Furthermore, the school should ensure that students are treated fairly and consistently if beaches of academic honesty are suspected, and to ensure that any investigation is done thoroughly. It is also the responsibility of the school to provide professional development for teachers so that they can assist student learning.

It is the responsibility of parents to support the school in promoting the values of academic honesty in the home environment and to support their sons to act with academic integrity and in a responsible and ethical manner.

Breaches of the Academic Honesty Policy

Staff use many methods to check student work, including online tools such as Turnitin. Any instances of academic misconduct will be reported to the relevant HOY/Deputy Head or DP Coordinator, who will investigate further. During this time the student will have the right to defend his work/actions. Instances of misconduct will be treated as a serious matter and the school disciplinary policy will be followed. Any cases of academic misconduct will be recorded on CPOMS and parents will be informed at the discretion of the HOY/Deputy Head.

In the lower school, students are still learning the concepts and procedures associated with academic honesty, and thus any sanctions for academic dishonesty would take into account the student's previous learning. Failure to meet the required standard of academic honesty may, in the first instance, result in students being asked to redo work. Repeated offences may lead to disciplinary procedures and possible sanctions.

In the middle school, it is accepted that students understand and will put into practice the procedures associated with academic honesty. Failing to act in accordance with the requirements of academic honesty will most likely lead to disciplinary procedures and sanctions. If the misconduct is in a formal piece of work that is to contribute to a final grade or a final GCSE examination, then the Examinations Officer will follow the procedures set out by the relevant examining board. This is likely to result in the candidate receiving no grade in the subject.

In the upper school, it is accepted that students understand and put into practice the procedures associated with academic honesty. Therefore, any instance of academic misconduct will most likely lead to disciplinary procedures and sanctions - up to and including temporary exclusion. In the case of plagiarised homework/IA drafts/IAs, students will be required to redo the work, possibly on another topic. If the misconduct is in a final IB examination, then the DP Coordinator will follow the procedures set out by the IB in the Assessment Procedures. With regards to the submission of coursework to the IBO, IB students are required to sign a declaration of authenticity prior to the submission of their work to the IBO. Student work cannot be uploaded without this declaration. If a piece of work is submitted to the IBO and is subsequently discovered to be plagiarised, the likely result is that the student will receive no grade in the subject and/or no Diploma.

To be read in conjunction with: Behaviour and Discipline Policy(KES); Diploma Programme: From Principles to Practice (IBO); Academic Honesty in the IB Educational Context (IBO); Academic Honesty in the Diploma Programme Pamphlet.

Policy to be reviewed: Sept 2019