

## Academic Honesty Policy

This document borrows heavily from “Diploma Programme Academic dishonesty”, International Baccalaureate, Cardiff, 2009.

GJJZ is committed to a policy of academic honesty. This means that all candidates’ work should be based on their own “individual and original ideas with the ideas and work of others fully acknowledged”.<sup>1</sup> In practice, this means doing your own work and giving credit to others whose ideas may have started you off.

There are different kinds of academic **dishonesty** or **malpractice**:

- **plagiarism** – the representation of another person’s work or ideas as one’s own,
- **copying** – ‘lifting’ another student’s work and submitting it as your own,
- **cheating** – *for example*: in a quiz, test or exam by copying from a book, notes or another student or using an electronic device irresponsibly.
- **collusion** – supporting dishonesty by someone else e.g. by allowing one’s work to be copied.

**Plagiarism 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.**

“Passages that are quoted verbatim must be enclosed in **quotation marks** and **references** provided. CD-Roms, web sites and other electronic media must be treated in the same way as books and journals. Sources of photographs, maps, graphs and illustrations must be acknowledged if they are not one’s own work”<sup>1</sup>.

*For a guide to acceptable referencing see “Harvard Referencing” in the Student Handbook.*

If malpractice is detected, the consequences are likely to be severe. They range from a strong warning, through no grade being given for that piece of work to no grade being awarded for the subject concerned for that grading period. At IB level, it can lead to **withdrawal of a Diploma or Certificates**. 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.

This policy will be part of the Student and Parent Handbooks, reviewed annually and modified as necessary.

At the start of each school year, students and parents will be reminded of the policy via assemblies/Homeroom periods and newsletters.

### 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 sanctions that follow each occurrence of an offense are designed to be guidelines for students, faculty and administration. The enforcement of all sanctions for academic dishonesty is at the discretion of school administration.

1. “Diploma Programme Academic dishonesty”, International Baccalaureate, Cardiff, 2009.

**First Offence:** A '0' is awarded for the piece of work, assignment or test; and parents will be notified of the incident immediately. The Assistant Principal is notified by the teacher and a record of this is kept on file. The student will also receive a note on the Behavioural Warning Record and an immediate detention will be given.

**Second Offence:** May result in internal suspension. The Principal is notified by the teacher and/or Assistant Principal. Parents are contacted once again by the Assistant Principal. A grade of 'incomplete' is issued for the piece of work, assignment or test. A record of this infraction is kept in the student's personal file. The student will also receive a note on the Behavioural Warning Record and an immediate detention will be given.

**Third Offence:** Internal or external suspension, parent contact and a record kept in the personal file. An '0' is entered for the piece of work, assignment or test. An incomplete grade may also be assigned for the *course* for repeated offences in the same course.

Continued disregard for the school's academic expectations could result in expulsion.

### Examples of offences and consequences specific to the IB Diploma Programme:

A student copies a paragraph from a book into an essay that he/she is writing for internal assessment.	The incident will be reported to the DP Coordinator as appropriate. The student will receive a '0'. The student's name will be added to a list of students who have brought themselves under suspicion.
A student copies from another during an <b>internal</b> exam.	The incident will be reported to the DP Coordinator. The student will receive a '0' grade for that exam, which will go on her or his transcript. (If there is not a second offence, this may not be reported to universities when applications are made.)
A student plagiarises some of his or her Extended Essay, perhaps as indicated by Turnitin.com, or other form of plagiarism detection.	The student is to be seen by his or her supervisor and the IB Diploma Coordinator together. To be reprimanded and told to rewrite the essay within a short time frame. The student's name will be added to a list of students who have brought themselves under suspicion.
A student is caught on more than one occasion.	The case to be referred to the DPC/Assistant-Principal, for further action. A record is kept on file. Such repeated offences could lead to suspension, or even expulsion from GJJZ.
A student brings unauthorised material (e.g. some notes on a piece of paper) into an IB <b>external</b> exam, or copies from another student during an exam.	The incident will be reported to the IB Diploma Coordinator. A report will be made to the IB, following the procedures given in their publication – Academic Honesty – Guidance for Schools. In all likelihood the student will not receive a diploma.
A student's final EE, ToK Essay or coursework has been plagiarised. The due date to the DPC has already passed.	A report will be made to the IB, following the procedures given in their publication – Academic Honesty – Guidance for Schools. Parents will be contacted and asked to attend a meeting with the DPC and Principal. In all likelihood the student will not receive a diploma.

## GJJZ Academic Honesty Agreement

Please **sign below** to confirm that:

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