

Academic Honesty Policy¹

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¹ With changes envisaged in case of authorisation as an IB World School

Introduction to Academic Honesty

We at SALIS believe in the principle of academic honesty. Academic honesty means respecting the work of others by making the source of ideas transparent to all. Academic honesty reflects a set of values and principles that is/are open, fair, honest, and respectful. It is the cornerstone of any school community engaged in the pursuit of knowledge and the development of the individual. As the IB states, "academic honesty serves to promote personal integrity, engender respect for the integrity of others and their work, and ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies" (IBO, Principles to Practice 33).

Aspects of academic honesty include acknowledgement of intellectual property, authenticity, and proper citation of sources.

Intellectual property includes the legal aspects of ownership of ideas and inventions, including copyright protection. Its purpose is to protect the creative work of individuals and organizations.

IB Learner Profile & Academic Honesty

The idea of academic honesty further is portrayed in the IB learner profile of being principled. As stated in the IB:

"We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences."

Citation Standards

Two citation styles are accepted at SALIS: APA (mainly for sciences) and MLA (mainly for humanities). Teachers are allowed to choose which citation style best suits the assignments and the discipline. The appropriate standards and resources are made available to all students in our handbook and are taught in the workshops.

Academic Misconduct

Academic misconduct is a behaviour that results in, or may result in, a student gaining an unfair advantage or a behaviour that disadvantages others in one or more assessment components (IBO, Academic Honesty in the Diploma Programme).

Categories of academic misconduct:

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism (IBO, Academic Honesty in the Diploma Programme).

Examples of plagiarism include:

- Copying another person's work and submitting it as your own, which includes purchasing essays and papers online or from former IB students
- Having another person do the work for you, e.g., a parent, sibling, friend, tutor, or anyone else who is not you
- Cutting and pasting from the internet or other electronic resources without proper citation
- Failure to properly cite material and sources

Collusion is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another. (IBO, Academic Honesty in the Diploma Programme)

Examples of collusion include:

- Providing a copy of your own work and allowing it to be submitted by another student

Misconduct during an IB examination includes taking unauthorized material into an examination room, disruptive behaviour and communicating with others during the examination. (IBO, Academic Honesty in the Diploma Programme)

Examples of misconduct include:

- Talking during a testing session
- Being in possession of a mobile phone or other electronic devices, such as iWatch, camera, or any information storage device
- Writing notes, formulas, etc. on desks, hands, clothing, paper, etc. for unauthorized use during tests, quizzes, exams, etc.
- Providing specific information about a test to someone who has not taken the test
- Communication about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach to IB regulations. (IBO, Academic Honesty in the Diploma Programme)

Duplication of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements. (IBO, Academic Honesty in the Diploma Programme)

Examples of duplication of work include:

- Using an assignment, or a portion of an assignment, multiple times or in multiple subjects

Additional examples of misconduct include:

- Falsifying a CAS record
- Changing a previously graded test paper, including changing grades or falsifying notes
- Falsifying the signature of a parent or guardian on a paper, project, test, or legal document

Consequences and Sanctions on Misconduct

Consequences for misconduct are separated by internal and external sanctions. Internal sanctions begin as soon as students enter SALIS. These include the consequences which arise internally within the school. External sanctions are mandated by the IBO.

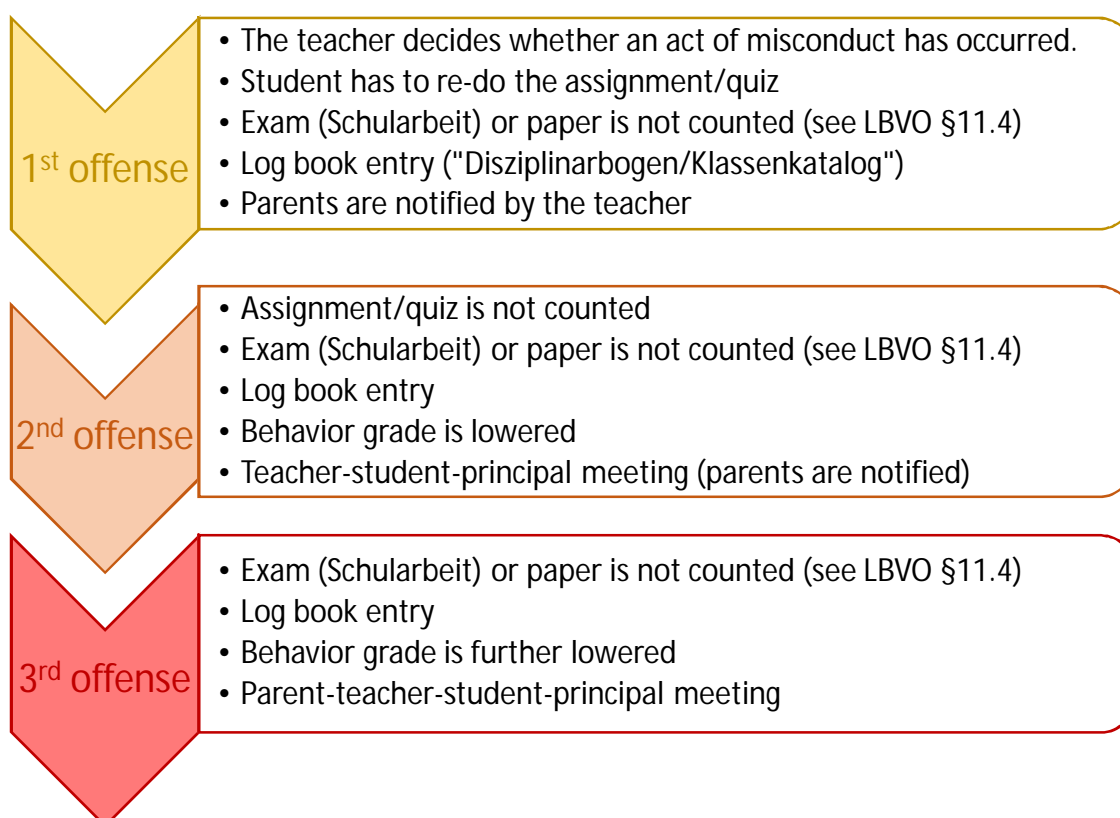
Internal Sanctions

We at SALIS want students to practice academic honesty across all assignments and in all of their work. We measure misconduct not by the assignment type but rather by the number of offenses. The following internal sanctions apply to all forms of misconduct as listed above.

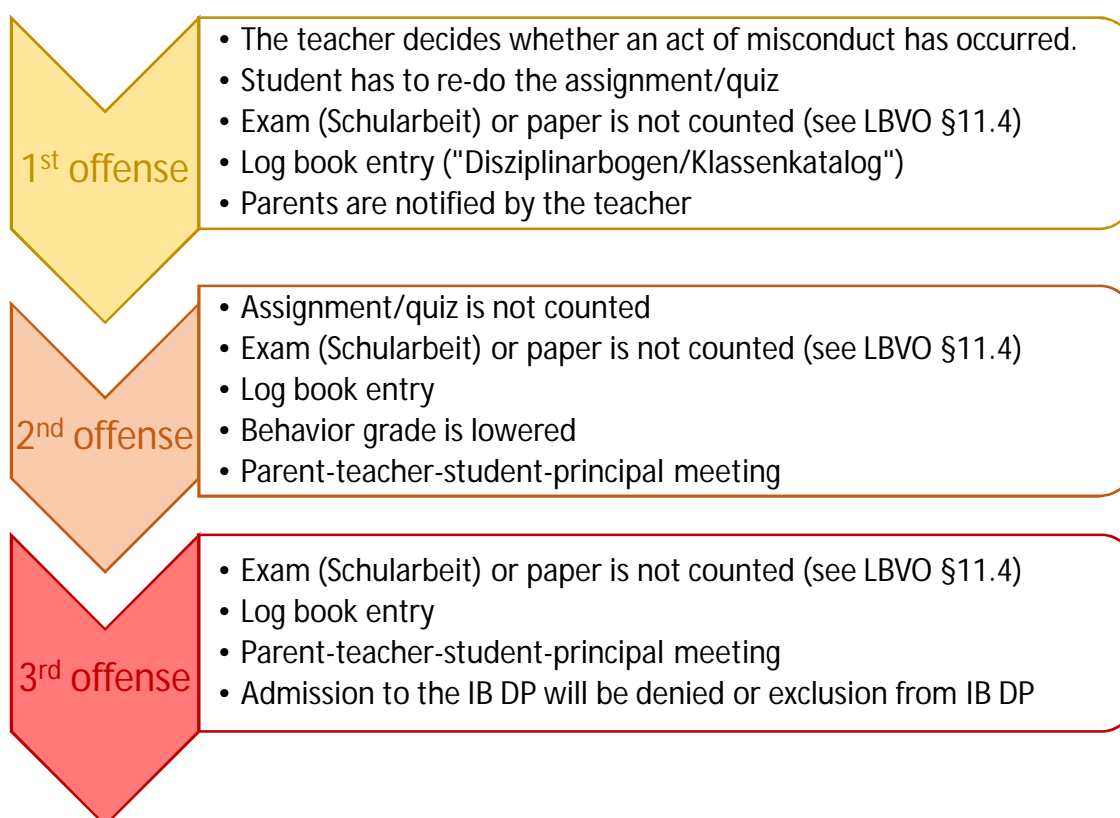
The homeroom teacher keeps track of the number of offenses in the log book (Klassenkatalog). Remediation and disciplinary procedures are discussed with all parties present and carried out once the administration/Honor Board makes a final decision.

These consequences apply to all students from Year 3 onwards. We are aware that learning the tenets of academic honesty is a process for students to understand and apply. Students are therefore introduced to the concept of academic honesty within Year 1 and are expected to practice academic honesty in Year 2. In this learning process during Year 1 and Year 2, teachers reiterate the difference between intentional and unintentional malpractice with the understanding that students should be able to make mistakes and learn from them. Based on Austrian school law, all records incurred during the junior and senior years are voided at the end of each year for grading in the Austrian national curriculum. Any forms of misconduct applied within the IB context, relating to all pieces of work and final versions submitted to the IB fall within the external sanctions as assigned by the IBO.

Sanctions for the Lower Secondary (Years 3-4)



Sanctions for the Upper Secondary (Years 5-8)



External Sanctions

Any forms of misconduct applied within the IB context, relating to all pieces of work and final versions submitted to the IB fall within the external sanctions as assigned by the IBO.

This includes:

- Internal assessments
- Final exams
- TOK assessments
- CAS folders
- EE

The IB General Regulations for the Diploma Programme states that “when a school, an examiner or the IB establishes evidence to suspect academic misconduct by a candidate, the school will be required to conduct an investigation and provide the IB with statements and other relevant documentation concerning the case. Additionally, it is permissible for the candidate to be withdrawn from the session or from the subject(s) in which academic misconduct may have occurred” (IBO, General Regulations 15)

External Sanctions for Malpractice can include:

- In the case of ‘academic infringement’, when the amount of plagiarism is minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject.
- If a work or a piece of work has been plagiarized, no grade will be awarded in the subject concerned, which results in no diploma being awarded to the candidate.
- If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the candidate may not be permitted to register for examinations in any future session.
- Misconduct during an examination will result in no grade being awarded in the subject concerned, which results in no diploma being awarded to the candidate.
- If a student falsifies a CAS record, the CAS requirements will need to be completed within 12 months, but the diploma will not be issued until one year after the diploma session.
- If after the award of the diploma (eg. during an enquiry upon results), it is established that the candidate is guilty of malpractice, an IB diploma, or a certificate, may be withdrawn from that candidate.

In dealing with cases of malpractice, the IBO “will not take into account the consequences of imposing a penalty; the penalty will be imposed according to the nature of the offence” (IBO, Academic Honesty 17).

Prevention Tactics / How to Avoid Academic Malpractice/Misconduct

Each year, students at SALIS receive a scaffolded approach to learning the proper use of credible sources, citation styles, and research practices, with the Academic Honesty Workshop focus years in Year 2, Year 5, and Year 7. Furthermore, all students participate in classroom activities, discussions, and procedures that foster a growth-mindset and personal awareness. The SALIS faculty is well informed and trained in detecting plagiarism; however, the school uses **Turnitin** as an additional detection tool for plagiarism. Our workshops will cover the following steps in our efforts to avoid Academic Malpractice:

- How to properly conduct research and follow an organized writing process
- How to prepare presentations and oral exams
- How to conduct oneself during study groups, seminars, and note-sharing
- How to understand and evaluate various forms sources, licenses, and citation styles
 - Use of creative commons
- How to use Turnitin
- How to use samples and rubrics to effectively assess and reflect upon one's own and peers' work
- How to provide effective and positive feedback to others
- How to take proactive steps toward acquiring effective study habits and organization
- How to create a safe and positive classroom environment, free from unhealthy attitudes and aggressive competition.

Incorporation of Academic Honesty in Everyday Teaching and Learning

Students, teachers, administrators, and parents alike must ensure the incorporation of academic honesty into their everyday teaching and learning.

Student Responsibilities

All students are responsible for the incorporation of academic honesty and the correct usage of citation rules.

- Students read the academic honesty policy and guidelines. If anything is unclear, they ask a teacher for clarification.
- Students sign the academic honesty waiver to hold themselves accountable for the proper use of academic honesty.
- All sources are fully acknowledged and properly cited using one of the citation styles used in our school.
- All work submitted is the student's own work.
- When required by teachers or the DP coordinator, students must submit their work via Turnitin.
- All students must follow the rules of conduct of tests and exams.

Teacher Responsibilities

All teachers are responsible for the incorporation of academic honesty and the correct usage of citation rules.

- Teachers are role models of academic honesty and therefore ensure that they themselves cite the teaching resources used.
- Teachers provide guidance where needed to encourage individual growth and understanding.
- Teachers provide clear instructions, requirements and examples of correct citation, allowing students the opportunity to successfully analyze material on their own, learn the writing process, and incorporate source material through citations.
- Teachers direct students to helpful resources available through the school and through reliable websites, reminding students of correct usage with consistency.
- When giving feedback on student's work (written or oral), teachers also check the correct citation usage of students. When appropriate, a portion of the marks given are based on the degree to which students correctly cite their sources.
- Teachers read the final version and check authenticity of any work submitted to the IBO (EE, TOK essay, Internal Assessment).
- Teachers use Turnitin when checking major work of students.
- If a teacher notices any form of malpractice from students, they notify and inform that student and their parents/legal guardians of the student's mistake. Depending on the severity of the misconduct, students must be given the appropriate sanction.

DP Coordinator's Responsibilities

The DP coordinator is responsible for the incorporation of academic honesty.

- The DP coordinator ensures that all teachers, students, and parents/legal guardians are aware of the school's and IB's academic honesty policy and practices.
- The DP coordinator informs incoming teachers, students and parents/legal guardians of the school's academic honesty policy and practices.
- The DP coordinator ensures that the academic honesty policy and according documents, such as guidelines for students and citation style sheets, are easily accessible for all stakeholders.
- The DP coordinator supports the IBO in the prevention, detection, and investigation of malpractice.
- The DP coordinator ensures that the school's academic honesty policy is aligned with IB expectations and undergoes a periodic review.
- The DP coordinator knows the regulations as provided by the IBO.

Principal's Responsibilities

The head of the school is responsible for the incorporation of academic honesty.

- The principal provides training opportunities to keep teachers up to date on state-of-the-art citation styles.
- The principal knows the regulations on academic honesty of the IBO.
- The principal takes the final decision on the consequences of malpractice based on the severity of misconduct and on the consequences stated in this policy under “sanctions”.

Parent Responsibilities

The parents are responsible for the incorporation of academic honesty. They are the driving force behind the students' success and potential. Together with teachers, parents aim to teach students the values of honesty, truth, and integrity in order to create a just and fair opportunity for all students at SALIS.

- Parents read and make themselves familiar with the academic honesty policy and guidelines. If anything is unclear, they can ask a teacher or the DP coordinator for clarification.
- Parents support the school by talking to their children about the importance of academic honesty and integrity.
- Parents cooperate with the school in case their child is found to be guilty of malpractice either intentionally or by inappropriate documentation of sources.

Academic Honesty Honor Code

Every student, teacher, administrator, parent and guardian is a valued and trusted member of the SALIS community. In order to uphold the ideals inherent within the SALIS mission as an institution of high academic standards, global and cultural awareness, and personal reflection and growth, each member of the community must sign and date the following honor code at the beginning of every school year. During a student and family's time at SALIS, whether it be for just one semester or for all 8 years, this honor code will be the cornerstone for all SALIS procedures in and outside of the classroom, for all submitted assignments and projects, during examinations and sporting/extracurricular events, and in regards to signed documents, absences, and records. The Honor Code is an expression of trust in students and in their willingness to uphold the ideals of the community. And, it is an expression of trust in the faculty to ensure a safe and measured platform for students to learn ways of preventing academic misconduct.

The Academic Honor Code is a commitment made by students to uphold social and behavioral integrity when discussing difficult concepts in classes or during group work, while dealing with each other in hallways and common areas, and while representing SALIS out in the world. The Academic Honor policy is about learning how to honor ourselves and others, accept responsibility, and take proactive measures to do the right thing.

There is flexibility as needed for Years 1 – 4 to create an alternative yet equally effective honor code within the various classes, but it must be made available to all teachers in each form, and it must adhere to the tenets outlined within the SALIS Academic Honesty Policy. The goal is to have a shared language and understanding throughout the school amongst all students and staff.

From Year 5 (9th grade) onwards, however, students **must sign** the code as follows:

The Honor Code of SALIS International School

The SALIS Honor Code

As a member of the SALIS student body, I understand that my social and academic behavior is an important reflection of who I am as a person, and that I can help my class be a positive space for growth and learning. I will do my best to respect myself and others, to accept responsibility for my own schoolwork, projects, papers, and exams, and to engage in careful and honest research practices. I make this pledge in the spirit of honor and trust.

References

- International Baccalaureate Organization (2011) *Diploma Programme: Academic Honesty*. Geneva: IB Publishing Ltd.
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- International Baccalaureate Organization (2016) *General Regulations: Diploma Programme*. Geneva: IB Publishing Ltd.