



## **Anton Bruckner International School Academic Honesty Policy**

Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. The IB recognizes that academic honesty is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills. (*DP: Academic Honesty 2*)

We at Anton Bruckner International School (ABIS) believe that academic honesty is the responsibility of all members of the school community including teachers, parents and students. The purpose of this document is to help in understanding all vital concepts related to academic honesty. At ABIS, writing is considered an essential part of all IB courses, it is imperative for students to understand the nature of intellectual honesty.

### **Definition of Academic Honesty/Malpractice**

Malpractice is defined as behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component.

Malpractice includes:

1. Plagiarism: this is defined as **knowingly** submitting the ideas or work of another person as the student's own.
2. Collusion: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.
3. Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements.



4. Any other behaviour that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination).

### **Conventions for citing and acknowledging original authorship**

All ABIS students are required to know the correct methods of properly attributing sources whenever necessary. This means students will be taught to acknowledge their sources in age appropriate manner. The Upper School has adopted the Modern Language Association (MLA) referencing guide in all subject areas. These guidelines are clearly outlined and published for students in the student planner.

### **Roles and Responsibilities:**

#### **Librarian**

The Librarian works in collaboration with the Classroom teachers to develop the research skills that are identified in the PYP and the MYP Approaches to Learning. In addition, the Librarian ensures the Upper School students follow the Modern Language Association (MLA) style manual as displayed in the library and all classrooms.

#### **Class teachers**

Teachers should explain what this policy means to students in the specific terms of the work that they are asking students to produce. They should also model good practice and be vigilant in addressing all instances of malpractice in a timely manner.

The classroom teacher is also responsible for teaching, monitoring and assessing the research skills in order to equip students with the tools necessary to maintain academic honesty. They should also speak to students regularly during the drafting of work, when the student/teacher interaction is more collaborative than evaluative.



### **Coordinator/Administration**

Coordinators and Senior Leadership Team should ensure that academic honesty and dishonesty is explained to staff, students and parents at relevant times, giving examples of both good and bad practice where possible. They should investigate any suspected breaches of the standard in an open and fair way. Their recommendations to the principal should be clear and reasoned.

### **Student**

Students are required to uphold the virtues of honesty and truth within an international school environment. Academic honesty requires students to understand the difference between academic dishonesty, intellectual property, plagiarism and authentic authorship.

### **Parent**

Parents should speak to their children about the need to be honest and why it is important to be so in terms of academic progress.

### **Monitoring of Academic Honesty:**

If a student is suspected to have engaged in cheating, collusion or plagiarism and breached the school's standards of academic integrity the matter will be referred to the IB coordinators or the Principals. The student will be informed of the concerns of the teacher and the matter will be investigated. The student has the right to reply to the allegation and discuss the matter with the programme coordinators or the Principals.

If it can be shown that inappropriate work has been submitted, the programme coordinator will make a recommendation to the Principal as to whether or not the case is one of academic dishonesty, or of an academic infringement. In line with the IBO's policy and practice, the programme coordinator needs to determine if the difference between these two possibilities is one of intent. The Head of School or Principal, in consultation with the IB programme coordinator, will decide the outcome of the case.



If the investigation provides evidence beyond reasonable doubt that the student has intended to cheat, collude or plagiarise then a mark of zero will be given. It is the responsibility of the IB coordinators to send a report to the coordinators help desk ([help@ibo.org](mailto:help@ibo.org)) to inform the IBO when the breach occurs during internally assessed work.

Any student found to be academically dishonest will have their parents contacted and the breach will be recorded. If the work is a formal requirement of the particular IB programme, the students work will be not be accepted. However, if time permits before the school's internal deadline for this work, the student will be allowed one chance to re-submit another piece of work in its place. If there is insufficient time for the student to produce new work, he or she will not receive a grade for that assessment and will therefore risk not receiving an IB Diploma or MYP certificate.

A second violation – in any subject – will result in the consideration of the student's removal from the relevant IB programme or being disallowed from being able to take an IB certificate in that subject. In addition the student may not receive credit towards any other course currently being undertaken. Other disciplinary action may also be considered by the Principal. If a student submits work to the IB which is later recognized as having been produced dishonestly, the IBO will not award a Diploma to that student.

Repeated offences may result in suspension.

**Resources:**

MLA Handbook version 8, EasyBib, turnitin.com

**The Policy:**

The Anton Bruckner International School Academic Honesty Policy was drafted jointly by the Primary Years Programme Co-ordinator, Middle Years Programme Co-ordinator, and Librarian. The Anton



Bruckner International School Academic Honesty Policy was reviewed by full teaching faculty and administration in January 2019.

### **Bibliography:**

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