

ISA Academic Honesty Policy

Rationale

The purpose of this policy is to provide clarity for students, teachers and parents on our expectations of academic honesty across school at ISA. As part of that clarity, this policy standardises how students are taught to format bibliographies and citations. The policy provides teachers with information about what level of citation students would have learnt previous to beginning their class. The policy also details the consequences of academic misconduct. This policy will be reviewed every year by the Librarian and IB Coordinator, with input sought from stakeholders.

Philosophy

ISA, guided by its own values and those of the IB learner profile (for Grades 11-12), places great importance on students understanding the principles of academic honesty, and making good choices with these in mind. The six key values of ISA are Respect, Excellence, Diversity, Community, Integrity and Service. Our students need to work with high standards of academic honesty if they are to achieve **excellence** in their academic work. In addition, our students show **respect** for others and their own **integrity** when they give credit to sources through correct citation. Within the IB Programme (Grades 11-12), academic honesty is a key way in which our students show themselves to be **principled, inquirers** and **reflective**, three of the ten attributes of the IB learner profile. As part of academic honesty we aim to maximise continuity in how research skills are taught from Preschool to Grade 12, whilst teaching at an age-appropriate level, to provide clarity for students and make the best use of class-time. We want our students to develop strong collaborative skills, whilst understanding the difference between collaboration and collusion. Students are not permitted to engage in plagiarism, collusion, duplication of work, cheating in exams or any other academic malpractice.

Academic Honesty within the Elementary School

Preschool – 2nd Grade Expectations

- Students will write their name on their pieces of work (or teacher will), reinforcing concept of authorship.
- Teachers will include the names of authors when reading stories, to introduce concept of authorship.
- Teachers will respond to issues of plagiarism/collusion within the classroom.
- Teachers and the librarian will encourage students to talk informally about where they found a piece of information.

3rd - 5th Grade Expectations

- Students take responsibility for their own work.

- Students are encouraged to put all information into their own words when doing a project.
- Students are expected to start listing sources in some form of bibliography.
- Students are expected to not copy other people’s work, or allow others to copy theirs.
- Students are expected to follow all instructions during tests.
- Teachers and the librarian will introduce the concept of plagiarism to students.
- Teachers will respond to issues of plagiarism/collusion within the classroom.
- Teachers will communicate the importance of not cheating on tests, copying homework, or collusion in these acts.
- Teachers will follow all rules when proctoring tests.
- Teachers and the librarian will start to teach bibliography creation at an age-appropriate level, using MLA style if adopting a specific format.
- Teachers will begin to introduce simple ways of referencing images.
- Teachers are encouraged to model best practice by using references where appropriate in their own presentation slides.

Academic Honesty within the Upper School

6th-8th Grade Expectations

Student expectations

- Students should only submit work for assessment that is authentically theirs.
- Students should choose and use trustworthy sources of information when doing research.
- Students are expected to put all information into their own words.
- Students are expected to fully and correctly acknowledge the work and ideas of others through well-formatted bibliographies in MLA style (titled “Works Cited”). This includes all research-based assignments such as written work, posters and presentations. Students have the option of using online sites to format their bibliography.
- Students are expected to cite the source of any images, video or audio files that they include in a presentation. This should also be done in MLA style, and can also be formatted using an online site. These should be listed separately at the end of their bibliography.
- Students are expected to follow all instructions during tests.

Teacher expectations

- Teachers and the librarian will take time to explicitly teach research skills such as choosing appropriate resources, paraphrasing information, citing different types of resources, and the difference between collaboration and collusion.
- Teachers and the librarian will teach students how to use an online site to construct MLA style “Works Cited” lists of all sources used, and will explain the different ways of citing images, video, etc.
- Teachers will take students’ academic honesty and bibliographic skills into account when assessing assignments. Teachers will specify this in assignment criteria where relevant.
- Teachers are encouraged to model academic honesty by citing appropriately in their presentations.
- Teachers will communicate the importance of not cheating on tests, copying homework, or collusion, and will have zero tolerance for these acts.
- Teachers will proctor any tests such as the ISA [test] with professionalism, setting up classrooms to minimise the opportunity for cheating; being vigilant for the misuse of phones and calculators.
- Teachers may start to introduce students to using direct quotations and parenthetical citations.

Parent expectations

- Parents are expected to support teachers in encouraging students to use information ethically.
- Parents are expected to reinforce students’ responsibility for their own work by not doing any part of their assignments for them.
- Parents are expected to read the Middle School handbook and familiarise themselves with school expectations of Academic Honesty.

6th-8th Grade Consequences of Academic Misconduct

- These consequences are intended to provide an age-appropriate opportunity for growth and learning, similar to those for any breach of our code of conduct.
- Teachers will report all incidences of Academic Misconduct to the Upper School Principal, who will keep a written record of all incidences. This record may be forwarded as part of the student’s record if they move school.
- In the event of a first incident of academic misconduct, teachers may require a student to re-do an assignment before they agree to grade it.
- Further incidents of academic misconduct will be treated with progressive discipline. Consequences may include parent contact, an assignment being graded “0”, suspension, or the student being asked to leave the school.

9th-12th Grade

Student expectations

- Students must only submit work that is authentically their own.
- Students should choose and use trustworthy sources of information when doing research.
- Students are expected to use Turnitin as directed by teachers to check that their work is their own.
- Students are expected to fully acknowledge the work and ideas of others through correctly formatted citations and bibliographies in MLA style (titled “Works Cited”). This includes all research-based assignments, such as written work, posters and presentations. Students have the option of using online sites to format their bibliography and citations.
- Students are expected to use correctly formatted parenthetical citations (MLA style) for any direct quotations or paraphrased information in a research assignment.
- Unless using a direct quotation, students must put all information into their own words.
- Students are expected to cite the source of any images, video or audio files that they include in a presentation. This should also be done in MLA style, and can also be formatted using an online site. These should be listed separately at the end of their bibliography.
- Students must follow all instructions and rules during internal and external tests/exams; including clearing of calculator memory as appropriate.
- Students must seek further information from a teacher or librarian if they are in any doubt as to what constitutes plagiarism, collusion, cheating in exams, duplication of work, or any other act of academic misconduct.

Teacher expectations

- Teachers will teach students how to create parenthetical citations, and refresh students’ understanding of bibliographies where necessary.
- Teachers will show students how to submit work to Turnitin to check for plagiarism.
- Teachers will take a student’s academic honesty and citations/bibliography into account when grading a piece of work.
- Teachers are expected to provide guidelines for assignments that are in line with IBO policy on academic honesty.
- Teachers must report all instances of academic misconduct to the Upper School Principal.

- Teachers will not submit pieces of work for assessment by the IB if they are not satisfied they are entirely the student's own work. Time must be allowed ahead of deadlines for appropriate checks regarding academic misconduct to be carried out.
- Teachers will communicate the importance of not cheating on tests, copying homework, or collusion, and will have zero tolerance for these acts.
- Teachers will proctor all tests and exams with professionalism, setting up classrooms to minimise the opportunity for cheating; being vigilant for the misuse of phones and calculators.
- Teachers will model academic honesty by citing appropriately in their presentations.
- Presentations will be made to IB students by the librarian relating to the academic honesty expectations and best practices.

Parents expectations

- Parents should support teachers in encouraging students to use information ethically.
- Parents are expected to reinforce students' responsibility for their own work by not doing any part of their assignments for them.
- Parents should reinforce the importance of following teacher instructions during exams and in completing assignments.
- Parents should read the High School handbook and familiarise themselves with school expectations of Academic Honesty.

9th-10th Grade consequences of Academic Misconduct

- These consequences are intended to provide an age-appropriate opportunity for growth and learning, similar to those for any breach of our code of conduct.
- Teachers will report all incidences of Academic Misconduct to the Upper School Principal, who will keep a written record of all incidences. This record may be forwarded as part of the student's record if they move school.
- For a first offence, consequences will be at the teacher's discretion, and may include either a requirement to re-do the assignment, or the student being given no grade for the assignment.
- Any further incidents of academic misconduct will be treated with progressive discipline. Consequences may include parent contact, the student not receiving a credit for that course, suspension, or the student being asked to leave the school .

11th-12th Grade consequences of Academic Misconduct

- The school will defer to official IBO policy in all issues of Academic Misconduct.
- Teachers will report all incidences of Academic Misconduct to the Upper School Principal, who will keep a written record of all incidences. This record may be forwarded as part of the student's record if they move school.
- If teachers suspect that IB work is not authentically that of the student, they will not submit it to IB, meaning that the student will not receive a grade for that section. This will prevent them from being awarded an IB Diploma. Teacher-student meetings and the RPPF can provide evidence of the authenticity of work.
- Any academic misconduct that is in connection with the IB program must be reported to IB authorities, and will result in no marks being awarded for that piece of assessment. This may mean a student is not awarded their diploma.

Definitions and Acronyms

- **Academic Misconduct** – any student action, intentional or unintentional, which leads to a student taking credit for another person's work, or gaining any unfair advantage. This includes (but is not limited to) plagiarism, collusion, duplication of work, cheating in exams and falsifying a CAS record.
- **EE** - Extended Essay, an assignment all student do as part of the IB Diploma programme.
- **IB** – The International Baccalaureate programme, studied by students in 11th and 12th Grade at ISA. Students may be following the Diploma program, or studying one or more courses as part of a High School certificate.
- **ISA [test]** – the International Schools Assessment, an external exam.
- **ISA** – The International School of Aberdeen.
- **MLA style** – MLA (Modern Languages Association) is a common way of formatting bibliographies and citations. This is the citation style that we recommend all students at ISA use. More information on MLA style is available online, or from teachers and the librarian.
- **Plagiarism** –the act of presenting another's words and ideas as one's own without crediting the source, whether intentionally or unintentionally. This source may be a website, or it may be the assignment of a friend. All writers are responsible for documenting the use of ideas and words that are not their own. While an obvious form of plagiarism is copying a direct quotation without providing quotation marks and crediting the source, a more subtle form of plagiarism also includes paraphrasing material or using an original idea without citing this. Students can avoid plagiarism by acknowledging the source of materials at all times. When in doubt students can ask their teacher or librarian for clarification.

- **CAS** – Creativity, Action and Service – this is one of the core requirements of the IB course, which all Diploma program students must complete.
- **Collusion** – the act of allowing someone to copy your work and take credit for it.
- **Collaboration** – the act of working with others to achieve shared goals. Teachers will specify when collaboration is appropriate.
- **Duplication of work** – the act of submitting the same work for/as part of two separate assignments, either within the same course or in different courses.
- **Cheating in exams** – This is any student action, intentional or unintentional, which leads to a student gaining an unfair advantage in an exam. This includes, but is not limited to, not following teacher/written instruction, taking unauthorised equipment/materials into an exam room, and impersonating another candidate.
- **RPPF** – The Reflection of Planning and Progress Form, which is used to record progress in IB projects and activities.