

ACADEMIC HONESTY POLICY

This version is for students and parents. Teachers should use the internal version that has more information and detail.

Philosophy

Academic honesty is an international value that is reflected in the practices of academic, commercial, and political institutions. Credible discoveries and new technologies depend on verification by a group of professionals. Our society functions in part because of this framework of trust.

In schools, it is the responsibility of all members of the community to be involved in learning about and practising academic honesty. Students must be taught about academic honesty and its significance. In today's world, where people can share ideas and thoughts quickly and freely, it can sometimes be difficult for them to understand when they have accidentally committed academic dishonesty. It is the duty of teachers to guide students in this environment and how to succeed in their goals while being academically honest.

There are many reasons why students commit malpractice, either purposefully or accidentally. At the Canadian International School - Vietnam, students often make this mistake because of poor time management, ignorance of academic dishonesty, or the expectations of others. We believe that malpractice can be prevented by:

- Giving appropriate instructions, time, and resources for students to complete tasks
- Providing strategies for students to chunk assignments
- Teaching parents and students about and giving examples of the many different types of malpractice
- Encouraging communication between students and teachers so that teachers can guide students in the right direction concerning academic honesty

- Building students' self-confidence in their own abilities and their own work

In today's globally-connected and culturally-diverse world, academic dishonesty is more complex than just plagiarism. In academia, there is a stringent set of rules by which all students must abide to promote new ideas. Students can now talk to people from around the world, and it is easy to confuse collaboration and collusion. Since students can access a multitude of documents, it is often difficult for them to distinguish between when they create original ideas and when they simply repeat the ideas of their sources. One the many goals of the CIS community is to teach and promote fair academic practise.

Academic Honesty in IB assessments and evaluations

IB internal assessments and external assessments must be subjected to a higher level of scrutiny than other assessed work, but in these cases, it is even more important to be vigilant. IB assessments often have structures and processes in place to help students scaffold their work. For example, for Group 1 subjects, students are required to do a reflective statement and a supervised writing before the Written Assignment is completed. At each stage, the teacher must check the student's work to make sure it is consistent with past performance. It is first the responsibility of the student to ensure that work is original and all referenced sources are properly cited according to this policy. The candidate's signature at the bottom of each IA cover sheet or certifies the authenticity of the work. Finally, it is the responsibility of the IB teacher to ensure that the work is indeed the student's own work. The teacher's signature on the bottom of the cover sheet signifies this. If the teacher discovers academic malpractice before submission, the work must not be submitted and the matter must be dealt with at the school level. Only authentic student work may be submitted for evaluation by IB. If, after submission, IB discovers and confirms academic malpractice, the student will achieve a mark of 0 for the assessment, they will achieve a grade of N for their IB subject, and will be ineligible for the IB Diploma. It is therefore critical that students follow the academic honesty policy and teachers monitor students' work.

Academic Honesty Procedures for Detection and Consequences

Procedure for Detection:

1. Student hands in work (follow steps 2 and 3)
2. Teacher runs the work through turnitin.com
3. Teacher receives work that is suspiciously unlike a students' typical work then the Teacher takes pieces of work and searches it in Google (or other sources, other class materials - student work)
4. If work is found to be plagiarized in part/whole from one or more sources follow steps 5-9
5. Teacher prints sources that have been plagiarized with link
6. Teacher highlights corresponding passages in student work
7. Teacher checks plagiarism records to see if this is a first time or multiple occurrence
8. Teacher meets with student to discuss incident and decide upon consequences, and further actions to be taken
9. Teacher records incident on Google Form

Helpful hints:

- Have students submit various pieces of work, consistently throughout the year, so that you can easily identify their writing/work style
- Have students submit work digitally for easier detection of dishonesty
- Include citation as part of rubrics to help deter academic dishonesty -when asking for a bibliography and/or sources

Procedure for Consequences:

1. Check the Academic Honesty Binder to see if this is a repeat offense or a first-time offense.
2. Confirm the plagiarism before assigning any penalties or consequences. Some strategies for doing this are: searching the Internet, submitting the document to turnitin.com, asking another teacher to give their opinion.

3. Fill out a Academic Honesty Incident Report (Google Form) for the instance, even if it was the 1st instance. In the case of multiple students being involved, each student should have a report filed under their name. Fill out an Academic Honesty Cover Sheet for the binder and sign it.
4. Speak to the student(s) about it. Discuss the incident and agree on a plan for the future. This can include one or more of the following options: student receives a mark of 0; student must redo the assignment for credit; student will get no credit but still must redo the assignment. Have the student sign the Academic Honesty Report Cover Sheet. If the consultation fails, let the student know about his/her ability to appeal the decision.
5. Speak to the parents about it, if necessary. If it is, have them come in and sign the Cover Sheet.
6. Notify the VP, have them sign the Cover sheet. The student must meet with the VP if it is a major incident or repeated minor incidents. Now, there should be at 3 signatures on it (4 if parents were involved).
7. Administration will file the Cover sheet in the Academic Honesty binder. Attach a copy the work in question.

Follow-up

Teachers should follow-up with the agreed upon documented actions with the student (if necessary).

Admin should follow-up with the agreed upon actions with the student (if necessary).

Possible Actions for Minor/Major infractions:

If Minor:

- Speak to student
- Redo assignment for credit
- Assign student to read document about plagiarism

If Major:

- Speak to student

- Speak to parent
- Redo assignment for no credit
- Assign a mark of zero
- Assign student to read document about plagiarism
- Contact Admin
- Send student to talk to VP

Guidance for Students

Multiple sessions will be done with classes of students about academic honesty, run by members of the committee, through the library. These include but are not limited to: plagiarism, effective research methods, discussions with students about the importance of academic honesty

When researching and consulting various forms of information, all of it must be properly referenced:

- Books, magazines, newspapers
- Websites, blogs, emails
- Journal articles
- Conversations with people, audio clips
- Photos and images
- Videos

When citing, use the appropriate conventions

For English, Social Sciences: MLA

For Science/Math/Technology: APA

For History: Chicago style

Guidance for Parents

Parents must read this policy document and understand it. Parents should discuss this issue with their students so that they reach a common understanding, in line with school and IB expectations.

A PPT presentation will be used to explain the following to parents:

- Outline the academic honesty policy

- Explain what plagiarism is
- Explain how we detect plagiarism, track, and record it
- Explain how we intend to prevent students from plagiarizing
- Explain why academic honesty is so important for students to follow, and what possible consequences are, including: loss of marks, failure of course, disqualification for IB Diploma, suspension/expulsion from CIS or other academic institutions

This policy will continue to be reviewed throughout our candidacy, and upon authorization by IBO, the Academic Honesty Policy Committee will meet monthly to evaluate effectiveness of the policy. Further meetings may be held, according to needs based on feedback from stakeholders and changes in programming.