

The American School of Paris

ACADEMIC HONESTY POLICY



AMERICAN SCHOOL
OF PARIS

founded 1946

Academic Integrity

ASP aims to develop “engaged ethical citizens” who use information ethically and value the work of others. Academic Honesty means to be trustworthy (display integrity) and responsibility in all academic work, creating and expressing own ideas and acknowledging the intellectual contributions of others. ASP believes that the well-being of our community depends on creating a trusting, caring and kind environment that values each individual’s honest contributions. Academic Honesty is a fundamental aspect of responsibility, which is part of our core values. Communicating clearly about assignments and expectations is the responsibility of all students and faculty members. Communicating clearly about deadlines and approved aid/support can help students make good choices. It is also the responsibility of students to ensure clarity of expectations (e.g., asking before acting.)

ACADEMIC DISHONESTY INCLUDES BUT IS NOT LIMITED TO:

- Cheating, which may involve:
 - giving unauthorized assistance to another student (collaborating when it’s not authorized) or an adult (such as a tutor or family member) without acknowledging their assistance;
 - receiving unauthorized assistance from another student or an adult (such as a tutor or family member) without acknowledging their assistance;
 - copying parts of or an entire assignment or assessment; and
 - use of internet translators as a substitute for a student’s own work in language study.
- Fabrication (making things up; lying): intentionally making up data, information, documents, research or forging signatures.
- Facilitating academic dishonesty (collusion): intentionally or knowingly helping or attempting to help another engage in academic dishonesty. This includes telling peers what will appear on tests and quizzes in advance.
- Plagiarism, which may include:
 - Taking someone’s words or ideas and passing them off as one’s own. Students are expected to do their own work: reports, labs, essays and homework assignments. Research assignments require acknowledgment of sources (by footnote or reference). Teachers will instruct students in these matters. If there is any doubt in the student’s mind, it is his/her responsibility to check with the teacher in advance.
 - Presenting downloaded or paraphrased material from the Internet or other electronic sources as one’s own. Electronic sources, like written sources, must be properly attributed. This is true whether the material used is text or graphics. Here, also, a student who is not clear about the issues should consult with the teacher.
 - Using someone else’s exact words and/or ideas or paraphrasing them as if they were one’s own, without acknowledgment of the source. A student who is not clear about plagiarism should consult with the teacher involved.
 - Submitting assignments, which are collaborative efforts of a parent or tutor and student. All work should be that of the student.
 - Using one’s previous work to fulfill the requirements of another assignment.

If a student is in doubt about whether their work adheres to the guidelines of academic honesty, they must consult their teacher **BEFORE** submitting the assignment.

CONSEQUENCES FOR ACADEMIC DISHONESTY INCLUDE THE FOLLOWING:

- **First instance:** meeting with Assistant Director and parents, a mark of “zero” on the assignment.
- **Second instance:** meeting with Assistant Director and parents, a mark of “zero” on the assignment, disciplinary probation for one semester, will likely lead to a letter in the student’s file, and potential suspension.

Any instances of academic dishonesty beyond this can lead to longer suspension and potential removal from school.

PLEASE NOTE THAT FOR IB DIPLOMA CANDIDATES, AN INSTANCE OF ACADEMIC DISHONESTY CAN LEAD TO REMOVAL FROM THE PROGRAM.