

## ***ICS MYP ACADEMIC HONESTY AND INTEGRITY POLICY***

### **MISSION STATEMENT AND LINKS TO OTHER POLICIES**

ICS Milan serves a diverse community of students from a range of nationalities, cultures and backgrounds. We offer a broad based education which uses English as the main language of learning and caters for a range of student abilities. As part of the Globeducate family of schools <https://www.globeducate.com>, we promote the shared vision “we prepare each student to be a global citizen who can shape the world”.

The Academic Honesty and Integrity policy links to the Inclusion, Assessment, Admissions and Language policy in its aim to educate all students to be global ethical citizens. It is acknowledged that cultural difference may occur in understanding what is meant by academic honesty and the policy aims to ensure that consistency and clarity of approach is maintained and delivered in the school.

### **MYP PHILOSOPHY**

The IB Learner Profile states that students are principled, meaning “acting with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere” (MYP: From Principles into Practice 38). As such, students should complete their work with integrity. Enforcing academic honesty also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies. Any breach of academic integrity will result in a referral to the MYP Coordinator with academic consequences.

Academic misconduct is defined as behaviour that results in, or may result in, the student or another student gaining an unfair advantage in one or more assessment components (MYP: From Principles into Practice 95). These are defined as;

#### **1. Plagiarism**

An act or instance of using or closely imitating the language and thoughts of another author without authorization and/or the representation of that author's work as one's own, by not crediting the original author. Plagiarism equally applies to work other than text (ie. art, music, etc). It is important that students understand how to appropriately use another author's work in their assignments to avoid both intentional and unintentional instances of plagiarism.

Examples:

- Any representation of others' work as your own
- Non- original work that is not cited and appropriately referenced in submissions.

- Copying information from a book or a website.
- Misuse of quotation marks, paraphrasing, and in text citations makes authorship unclear.
- Using online language translators unless explicitly allowed.

2. Collusion

Supporting malpractice by another student, including allowing one's work to be accessed or copied or submitted for assessment by another student.

Examples:

- Helping someone else cheat both deliberately and through support.
- Allowing your work to be copied and/or submitted by another student.
- Representing significantly unequal work as an equal collaboration.

Collusion is to be contrasted with collaboration, which we define as multiple students actively engaged during the course as well as in the creation of a product per the assignment guidelines.

3. Duplication of Work

Submission of the same work, for different assessment components or curriculum components. All assignments should be created newly for the course or assessment unless discussed with the teacher in advance.

4. Unfair Practice

This is defined as any action that gains a student an unfair academic advantage.

Examples:

- Falsifying records
- Falsifying data
- Sharing passwords, using unauthorized material
- Disclosing information about assessments
- Altering grades

### **Roles and Responsibility in Supporting Academic Integrity**

**RESPONSIBILITIES OF THE TEACHER:**

- Communicate appropriate collaboration versus collusion with each assignment.
- Teach a recognized citation convention for written and unwritten works.
- Teach basic note taking skills
- Teach how to write bibliographies
- Demonstrate and model academic honesty in presentations, etc.
- Report and record academic dishonesty.
- Ensure all students are aware of what constitutes cheating
- Assure students in your class understand that when they submit a task as their own, they are representing that have not received nor given aid on assignments or assessments.
- Communicate with students, parents, counselors, administrators, with concerns and malpractice offenses.

Policy agreed: October 2019

Policy reviewed: February 2021

- Teachers, administrators, and counselors involve students in reflection/discussion in the instance of malpractice.
- Teacher must record student's name and details of the assessment will be recorded on a central middle-school spreadsheet.

### **RESPONSIBILITIES OF THE STUDENT:**

The academically honest student:

#### **DOES**

- Acknowledge help from parents, older students and friends;
- Acknowledge the source of direct quotations;
- Acknowledge information taken from books, CD-ROMs and the Internet;
- Acknowledges reference materials in a bibliography;
- Knows what constitutes cheating and abides by the rules;
- Follow all exam rules.
- Confirm understanding of academic honesty with signature on Code of Conduct form each year.
- Report malpractice violations to a trusted school employee.
- Work to produce authentic work
- Understand that putting name on assignment certifies it as your own work, cited appropriately.
- Complete the reflection process with your teacher if an incident occurs, whether it is intentional or unintentional.
- Understand proper citation expectations for assignments.
- Ask for guidance when you are unsure.

#### **DOES NOT**

- Use notes during a test unless allowed by a teacher;
- Copy from another student during a test;
- Copy from the homework of another student;
- Hand in work as his/her own that has been copied;
- Do homework for another student;
- Give another student his/her own work to copy.

### **RESPONSIBILITIES OF SLT:**

- Support academic honesty policy and investigate all counselor/teacher reports of malpractice.
- Ensure that all staff, students, and parents understand definitions, responsibilities, and repercussions.
- Ensure the academic honesty policy is applied consistently throughout the school.
- Provide staff development and guidance on academic writing and referencing systems that are available.
- Maintain an account with plagiarism detection service (only secondary school).
- Provide teachers with material to guide students in maintaining academic honesty.
- Investigation of malpractice.

Policy agreed: October 2019

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- Make parent and student contact to reflect on malpractice incidents.

#### **RESPONSIBILITIES OF PARENTS/OUTSIDE SUPPORT WORKERS:**

- Encourage your child to practice academic honesty.
- Encourage your child to cultivate a culture of academic honesty in school.
- Address concerns of academic misconduct/malpractice with your student and school personnel if necessary.

#### **PROCEDURE FOR CONSEQUENCES.**

- Plagiarism or instances of academic dishonesty will be dealt with in the following way;

**First time** – *When the student is caught plagiarising for the first time, he or she must repeat the assignment or complete an equivalent assignment.* In addition, the concerned teacher will write an email to the student's parents outlining the incident and how it has been dealt with. The teacher will copy email to the MYP coordinator and it will be retained on the student's file.

**Second time** – *When a student is caught plagiarising for a second time, a lunchtime reflection will be complete with the MYP Coordinator. A failing grade will be given for the assignment and the student will be asked to rewrite an assignment, but on a different topic where and if this is possible.* In addition, MYP coordinator will write an email to the student's parents outlining the incident and how it has been dealt with. A copy of the email will be retained on the student's file.

**Third time** – *When a student is caught plagiarising for a third time, an interview process will be in place with the student, parents, MYP Coordinator and the Deputy Principal for academic issues.* Minutes of this interview will be retained on the student's file.

***Having a record of three consecutive incidents of plagiarism in a school year has serious consequences.***

- If there are multiple incidents of Academic Dishonesty, this may place the students MYP Certificate at risk and the MYP Coordinator may have to inform the IB of any such instances.

- Subsequent instances of academic dishonesty will put at risk the student's place in the school.

#### **GOOD PRACTICE**

- Make sure that information you have used is acknowledged in the body of the text and is fully listed in the bibliography using the referencing style agreed with your teacher.

- Cite your sources so that readers can find them; if you cannot state the origin of the source it is probably better not to use it.

The IB has no means of knowing whether an act of academic misconduct was deliberate or not. For these reasons, a student's intent cannot be taken into account if the IB investigates an alleged breach.

## **ACKNOWLEDGING THE WORK OF OTHERS**

Make clear which words, ideas, images and works are not your own (including maps, charts, musical compositions, movies, computer source codes and any other material).

- Give credit for copied, adapted and paraphrased material.
- When using text, make clear where the borrowed material starts and finishes.
- All sources cited in the text must also be listed in the bibliography (or reference list/ list of works cited) and all sources listed in the bibliography (or reference list/list of works cited) must be cited in the text.

## **REFERENCES, CITATIONS AND BIBLIOGRAPHIES.**

At ICS Milan, 2 different citation systems are used, MLA- Modern Language Association (most subjects), and APA, American Psychological Association. (Science). All subject teachers will go through the formatting with their class, giving examples and opportunities to practise the formats. There are also many Apps which can be used to help collect references during completion of work. However, it is the student's responsibility to double check the final references- not the computer!

Please find below some examples of MLA.

### **EXAMPLES OF MLA REFERENCING.**

There are many online websites available which detail the layout and structure for the MLA referencing system which is used for several subjects in the MYP including, <https://www.bibme.org/mla>

The following examples are taken from that website.

#### **Common examples of MLA include:**

##### **For books-**

Shelley, Mary. *Frankenstein*. Lackington, Hughes, Harding, Mavor & Jones, 1818.

##### **Two authors for a book-**

Smith, John, and Bob Anderson. *The Sample Book*. Books For Us, 2017.

##### **E-book found on the internet-**

Rodgers, Tara. *Pink Noises: Women on Electronic Music and Sound*. Duke UP, 2010. *Google Books*, [books.google.com/books?id=syqTarqO5XEC&pg=PP1&dq=electronic%20music&pg=PP1#v=onepage&q=electronic%20music&f=false](https://books.google.com/books?id=syqTarqO5XEC&pg=PP1&dq=electronic%20music&pg=PP1#v=onepage&q=electronic%20music&f=false)

**Websites-**

Fosslien, Liz, and Mollie West. "3 Ways to Hack Your Environment to Help You Create." *Huffpost Preposition Endeavor*, Huffington Post, Dec. 7, 2016, [www.huffingtonpost.com/entry/3-ways-to-hack-your-environment-to-help-you-creates580f758be4b02444efa569bc](http://www.huffingtonpost.com/entry/3-ways-to-hack-your-environment-to-help-you-creates580f758be4b02444efa569bc).