

## Academic Honesty Policy

*In all its policies, Marymount International School Rome seeks to act according to the ethos of the School as rooted in our school Mission and the Mission of the Religious of the Sacred Heart of Mary 'That all may have life and live it to the full'. Our commitment to this ethos and to being a Catholic school requires that we always strive primarily for diversity, equity, and inclusion within our community and in our interactions with the wider world. We consider these goals moral imperatives that go beyond legal requirements. In addition, the School undertakes a continual process of review to ensure that policies remain both effective and consistent with our ethos.*

### 1. Purpose

Enshrined in the Mission of Marymount International School of Rome and the Teaching and Learning Statement are the commitments:

*To develop students who are capable, honest, and respectful, and who are prepared both academically and spiritually to be lifelong learners and leaders of tomorrow.*

*To stimulate students to think independently, critically and without prejudice.*

In line with the International Baccalaureate guiding documents on Academic Integrity, the School is committed to developing an academic honesty ethos and promoting an understanding of academic misconduct.

### 2. Scope

This Policy applies to students, parents, faculty and staff of Marymount International School Rome.

### 3. Definition

Marymount International School Rome chooses to focus on the positive aspects of Academic Honesty by regarding it as 'a choice to act in a responsible way whereby others can have trust in us as individuals' (Academic Integrity, IBO, 2019).

The School has based its own Academic Honesty Policy on the guidelines set out in this IB document and *Academic Honesty in the IB educational context*, IBO and Academic Integrity, IBO. The School is committed to developing these values and skills in students through the guiding example of faculty, staff and parents.

**Plagiarism** is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear, and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

**Collusion** is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

**Misconduct** during an examination includes taking unauthorized material into an examination room, disruptive behavior and communicating with others during the examination.

**Duplication** of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.

#### 4. Academic Honesty in practice

Marymount International School Rome expects all students to:

- Act with honesty and integrity in their work at all times
- Avoid plagiarism: submit their own work in their own words at all times. If using the words, phrases or ideas of others, students must point out or reference that they have done so.
- Use appropriate and recognized research and age-appropriate techniques regarding paraphrasing, references, citations and quotations.
- Read and sign the Academic Honesty contract attached to this policy
- The use of artificial intelligence softwares is not expressly forbidden by the School. However, if a student uses the text (or any other product) produced by an AI tool they must clearly reference the AI tool in the body of their work and add it to the bibliography.

The in-text citation should contain quotation marks using the referencing style already in use by the School and the citation should also contain the prompt given to the AI tool and the date the AI generated the text.

Reference: [IB Academic Integrity Policy - Appendix 6: Guidance on the use of artificial intelligence tools](#)

#### 5. Procedure investigating Academic Honesty

If a teacher or advisor suspects academic dishonesty, s/he will investigate the matter thoroughly, gather supporting evidence, inform the Principal, Assistant Principal, or IB Coordinator, and then refer to the Student/Parent Handbook to establish an appropriate course of action.

#### 6. Consequences of Academic Dishonesty

Students should note that the range of sanctions for academic dishonesty vary depending on the seriousness of the breach of academic honesty.

If the misconduct is repeated and egregious, it may lead to exclusion or forfeiting the right of sitting an examination. In all cases students will receive a '0' for the piece of work and be required to redo it. Further disciplinary action may be taken in the form of detention, reference in the student academic records, especially if the student concerned has been found guilty of academic dishonesty on a previous occasion.

When there is a serious allegation of academic misconduct, the Principal will contact the parent or guardian and invite them to meet together with the student.

The School also recognizes that instances of academic dishonesty may be an indicator of student academic struggle which has not been identified. In this case the Principal will evaluate the support necessary to redress the student's problem as part of the closure of the incident.

## **7. References**

Understanding Academic Honesty, IBO  
Academic Honesty in the IB educational context, IBO  
Academic Integrity, IBO  
School Mission Statement

## **8. Further Information**

Questions regarding the content of this Policy should be directed to the Principal / Headmistress.

## IB ACADEMIC HONESTY CONTRACT

The program of teaching and learning at Marymount International School aims at developing in students the values reflected in the School's Mission, the Goals and Criteria of the RSHM Schools, and, in the Secondary School, the mission of the International Baccalaureate Organization. The Marymount Learner Profile clearly and succinctly describes these values. In particular, in encouraging students to be thinkers and inquirers who are principled, the Marymount Learner Profile stresses the importance of showing independence in learning, making reasoned and ethical decisions, and acting with integrity. In our increasingly competitive world, with its explosion of disreputable Internet sites, the temptation for students to engage in academic misconduct continues to grow, and so, consequently, does the need for ethical academic practice. Such practice helps students to avoid the serious consequences of academic misconduct and to gain the knowledge and skills truly needed to succeed.

Please read the Marymount Learner Profile, the *IB General Rules and Regulations*, and the information below before signing this Academic Honesty Contract. Electronic copies of these documents can be found on the International Baccalaureate links on Managebac and on the School's website [www.marymountrome.com](http://www.marymountrome.com). By signing this contract, you recognize that students who breach it are subject to disciplinary action by the School and may be disqualified by the International Baccalaureate Organization from pursuing IB courses.

1. I will always work independently on schoolwork that is required to be completed on my own. I am aware that it is not permitted to receive unauthorized assistance on any IB work being submitted for internal or external assessment.
2. I will use my own words and ideas on IB work and will properly acknowledge the words and ideas of others when used. I understand that plagiarism, i.e., using the words or ideas of others, in whole or in part, and submitting them as one's own without giving proper acknowledgement to the original authors, is forbidden.
3. I will respect the ethical requirements of all examinations. I am aware that it is not permitted to consult any unauthorized information during exams and that it is not permitted to communicate exam information or answers during or following an exam.
4. I will always use accurate information. I am aware that it is not permitted to falsify or fabricate data or observations on any work.
5. I will submit original work for every class. I am aware that it is not permitted to turn in a paper or project more than once for different classes or assignments.
6. I will submit only my original work for uploading on IBIS.

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We have read and we understand the Marymount Learner Profile, the *IB General Rules and Regulations*, and this Academic Honesty Contract. We will follow the rules stated above.

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_