



Island Academy International

An IB World School



Academic Honesty and Integrity Policy

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ISLAND ACADEMY ACADEMIC HONESTY AND INTEGRITY POLICY

Island Academy International honors its relationship with and responsibilities to its students, staff, and parents. In partnership, we want to ensure that our students learn and follow guidelines that will encourage them to be genuine, trustworthy, and honest in their academic work, and maintain the highest standard of academic integrity, which will ensure the good reputation of our school, our teachers, and our students.

Island Academy has adopted the standards of the International Baccalaureate Organization, and our policy reflects that laid out by the **IBO (Academic Honesty, 2007)**. A copy of this is available to download on our website.

ACADEMIC HONESTY/ AUTHENTICITY: Definition

Academic honesty means to always use one's own voice, words, ideas and/or creativity in any academic work, and in whatever expression and form.

INTELLECTUAL PROPERTY: Definition

Intellectual property refers to any work created by the mind, and includes, but is not limited to, writing, ideas, music, designs, images, art, and inventions.

ACADEMIC INVESTIGATION

Because academic investigation relies on other people's intellectual property and sources, as we build on others' research and ideas to create more knowledge, it is entirely acceptable to make reference to others' work, in our own work, as long as these sources **are properly and consistently cited** and **given credit according to academic standard** as belonging to their original creators.

ACADEMIC MALPRACTICE: Examples

Academic malpractice includes a wide range of behaviors that normally serve to gain "an unfair advantage" (Academic Honesty 13). **Some definitions** of academic malpractice, as defined by IB (Academic Honesty 13), include:

Plagiarism: When a person takes someone else's intellectual property, their work and/or ideas, and represents them as his/her own.

Paraphrasing without citation: When a person takes someone else's words, rephrases them, and does not give proper credit.

Collusion: When a person knowingly allows malpractice in someone else, such as letting another person copy his/her homework or test answers; or if a person produces work for someone else, who then intends to pass it off as hers/ his.

Collaboration without credit: When a person undertakes a collaborative effort, but does not give credit to the partner(s).

Duplication: When a person submits the same work (i.e. paper) for assignments that require separate, original work.

Island Academy also considers the following (Academic Honesty 14) to fall under these guidelines:

- * taking unauthorized material into an examination room (for example, a mobile phone, notes, an electronic device other than a permitted calculator, etc.) regardless of whether this material is used, or potentially contains information pertinent to the examination

- * misconduct during an examination, including any attempt to disrupt the examination or distract another student
- exchanging, or in any way supporting, or attempting to support, the passing on of information that is related to the examination
- copying the work of another student
- failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- impersonating another student
- stealing examination papers
- using an unauthorized calculator during an examination
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours of the end of the examination
- fabricating data for an assignment
- * getting parental help with the writing of assignments

It is important to be aware that, although the Internet is in the public domain, any information taken from any site must be appropriately cited like any other source.

ACADEMIC INTEGRITY: Strategy

Island Academy helps support its students in their academic integrity by having teachers provide in-class discussions, visuals and/or other teaching tools regarding:

- intellectual property and authenticity (starting in Primary)
- how to properly take notes during research (starting in Secondary)
- examples for how to properly cite from sources using a standard method (starting in Secondary, and IA uses MLA)
- examples how to create a bibliography (starting in 6th Grade)
- proposed links to proper academic sources for research (starting in Secondary)

As part of Island Academy's academic integrity strategy, a vigilant approach to checking for malpractice by various means will also be maintained, including, but not limited to, visual checking; online checking; interviews; and the use of verification services.

ACADEMIC ACCOUNTABILITY

Island Academy requires that every student starting in 6th Grade signs an age-appropriate agreement with the school stating that s/he will be genuine and honest in her /his work, and will be accountable for any malpractice.

IB DP students will have additional agreements to sign towards this purpose.

PARENTAL SUPPORT

Island Academy values the importance of its partnership with parents, and expects parents to respect and support academic honesty and integrity at every point, as per school policy. It is important for students to see that their primary caretakers have the same expectations of academic integrity, as are standard requirements in the academic field.

ACADEMIC MALPRACTICE: Consequences

Primary Level (1-6):

Assignments/ Tests

Primary students will be admonished in age-appropriate ways. The key for the student will be to learn to respect others' creations, as well as respect the student's own genuine voice and creativity.

Secondary Level (7-11):

Assignments

- Any work that is found to be taken from another work wholly or partially will automatically get A ZERO MARK, and will be reported to the Head of School, if this occurs more than once. Parents will be notified and the incident documented.

Examinations

- * There will be A ZERO MARK, and this will be reported to the Head of School. Parents will be notified and the incident documented.
- Island Academy reserves the right to take additional internal measures in the case of academic malpractice, at the discretion of the Head of School. These measures may include detention, suspension, and/or expulsion.

IB Diploma Level (12-13):

For IB Assignments

- Any work that is found to be taken from another work wholly or partially will automatically get A ZERO MARK and will be brought to the attention of the Coordinator and Head of School as per the IB specifications.

For IB Examinations

- The Teacher or Invigilator will notify the Coordinator who will then notify the Head of School. The Coordinator will report the incident to IBNA in the UK as per IB procedures, within ten days of the held examinations. Parents will be notified and the incident documented.
- In the case of internal school exams, the student will receive A ZERO MARK and will be reported to the Head of School. Parents will be notified and the incident documented.
- Island Academy reserves the right to take additional internal measures in the case of academic malpractice, at the discretion of the Head of School. These measures may include detention, suspension, and/or expulsion.

Additional information on consequences to malpractice may be found in the Island Academy Consequences to Malpractice Guidelines. (Appendices).

APPENDICES

Appendix 1



Island Academy International School Honor Code

Dear Parents of:

The International Baccalaureate offers a quality education that not only assures knowledge, but also cultivates the virtues of honor, courtesy, and perseverance. Of these virtues, honor is of great importance, for it is personal integrity that will influence and finally determine many of our actions and beliefs. To help the development of such values, the IB Honor Code has been established to help uphold the tradition of excellence for which Island Academy is known and respected. We devised the Honor Code in order to clarify expectations for students who find themselves in an unfortunate circumstance, but especially to preserve the integrity of our IB and what it represents.

The IB Diploma Program is difficult, and while group study is both accepted and encouraged in many circumstances, ethical conduct is expected at all times. IB students shall be honor-bound to refrain from cheating of every kind, including, but not limited to the following: copying, exchanging old tests or papers, looking at someone else's answers, giving or receiving answers, using cheat or "crib" sheets, plagiarizing, downloading papers from the internet, or any other criteria deemed as cheating by a specific instructor. Students are also duty-bound to take action to stop any violation of the Honor Code. Action may include speaking directly to the offender and/or speaking privately to a teacher, counselor, or administrator. Inaction implies that the student-witness condones inappropriate behavior. Living in a manner that is consistent with this code will produce an atmosphere of trust, freedom, and integrity that distinguishes Island Academy.

By signing below, I agree to the Honor Code as stated.

I do hereby resolve to uphold the Honor Code of the International Baccalaureate at Island Academy. IB is a community that operates with high standards by which all students should live. I shall refrain from all forms of academic dishonesty. As a member of the IB community, I am expected to report any knowledge I may have about a student who has violated the Honor Code. Without maintaining a high standard of honesty and conduct, the reputation of the school, of IB, and of myself are compromised.

I understand that any breach of the Honor Code will result in my removal from the International Baccalaureate Diploma Program.

Student Signature

Date

Parent Signature

Date

Appendix 2

Island Academy International School



IA Academic Honesty Policy – Agreement

I, _____
Print name

agree to be honest and genuine in all my work, and to always follow good academic practice as taught in class and according to Island Academy's Academic Honesty and Integrity Policy. I agree to be held accountable if I break any of the rules of good practice.

Signature

Date

Appendix 3

Island Academy Exam Guidelines for Staff

The majority of the suggestions below should mainly apply to grades 6-13.

The following lays out how staff **should** administer exams:

1. Where possible, the 'Hall' or IT lab should be booked.
2. All electronic devices should be in bags piled together in teacher eye-line, or locked in lockers. Electronic devices should not be left in the corridors or public areas.
3. Before the exam starts, the teacher must make the importance of exam conditions (especially the need for silence and to focus on one's own work) clearly known to the class. Students should also be reminded of the posters on the wall.
4. The teacher should not accept questions from students once the exam has started.
5. The teacher should write the exam start and finish time on the board, and the clock should be clearly visible to all students. The teacher should give verbal timing warnings at the halfway point, and 5-10 minutes before the end of the exam.
6. The teacher should sit at the front of the class and monitor the students throughout. If a student needs to speak to the teacher, he/she should raise his/her hand and be dealt with at the teacher's discretion.

The following lays out how staff **could** administer exams:

1. All exams could be 'gone through' at the start of the period. In this case, students should be allowed to ask questions for 5-10 minutes. No questions should be allowed during the test.
2. All exams could be sectioned with the same time slots; for example, Section A, 15 minutes, Section B, 15 minutes, etc. A student should then sit next to another student doing the opposite section.
3. Time could be factored in at the end of the test when students have access to their whole exam, so that they can go back to questions and revise their responses if necessary.

Appendix 4

Island Academy Academic Malpractice Guidelines

If we are going to deal credibly with academic malpractice, we must:

- a) Always be able to show hard (written) evidence that a student has committed academic malpractice.
- b) As staff, be able to demonstrate that we have followed all school policies on exam-taking, etc.

Student Consequences for Academic Malpractice

First Offence

- Zero.
- Student(s) has a meeting with the class and HR teachers, focusing on why academic malpractice occurred and the further consequences if it happens again.
- Sanction agreed.
- Incident logged in student file in the office.
- Unless deemed absolutely necessary, parents not to be informed at this stage, as this can be used as a serious bargaining tool with the student.

Second Offence

- Zero.
- Student(s) has a meeting with class teacher and the HoS and HR teacher, if possible.
- Sanction agreed. Parents informed of incident by email preferably, or by phone if necessary, by the class or HR teacher.
- It must be made clear to all parties that a third offence could result in suspension, or even permanent exclusion from school.
- Incident logged in student file.

Third Offence

- Zero.
- HoS, class and HR teachers agree on course of action.
- HoS contacts parents, invites them in for a meeting and delivers sanction verbally and in writing.

Sanctions at IA can include:

- Break, lunch or after-school detentions.
- Mundane assignments (copying, lines, trash or clean-up duty) to be completed on a short deadline.
- Exclusion from a certain lesson for a fixed period of time.
- Not being permitted to participate in extra-curricular, 'treat activities' or school trips.
- Re-doing assignments or activities, and original grades not being altered.
- Referrals to Head of School.
- Letters, phone-calls, emails to parents.
- Internal Suspension- student is allowed into school and works in isolation all day.
- External Suspension-student is asked to 'stay home' for a fixed period of time.
- Being placed onto 'Report' for a fixed number of days, with targets to meet and parents to be informed.
 - **Green Report Cards**- Are reportable to the Homeroom teachers
 - **Red Report Cards**- Are reportable to the Head of School

Appendix 5

Island Academy Academic Malpractice: *Consequences* (*Secondary Level*)

Assignments

- **1st Offence:** Zero, Sanction
- **2nd Offence:** Zero, Reported to Head of School, Sanction
- **3rd Offence:** Zero, Reported to Head of School, Sanction

Minor Assessments (Quizzes)

- **1st Offence:** Zero
- **2nd Offence:** Zero, Reported to Head of School, Sanction
- **3rd Offence:** Zero, Reported to Head of School, Suspension or Expulsion

Examinations and Major Assessments (Papers/ Projects)

- **1st Offence:** Zero, Reported to Head of School, Sanction
- **2nd Offence:** Zero, Reported to Head of School, Suspension
- **3rd Offence:** Expulsion

Exam/Quiz Policy

- No electronic devices of any kind allowed in the examination room.
- Devices must be stored in the eye-line of the teacher or in lockers, and never in the corridors or in public spaces.
- There must be total SILENCE during the exam times, even if you finish early.
- Permitted equipment ONLY allowed on the desk
- Eyes always on your own paper!!

These are very simple rules. We must all follow them.