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# ACADEMIC HONESTY POLICY

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2021 – 2022  
Next Update: May 2022



**Purpose:** By fostering and supporting the learner profile qualities in our teaching and learning, it will help establishing the required skills and behavior for students to understand the meaning of, and to become, “academically honest.”

### **The International Baccalaureate’s Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### **Brighter Horizons Academy (BHA) Mission Statement**

#### **Mission:**

Brighter Horizons Academy aims to develop practicing Muslim leaders who are lifelong learners that serve their diverse community and global society as respectful citizens.

### **Brighter Horizons Academy (BHA) Vision Statement**

#### **Vision:**

Brighter Horizons Academy is a model educational institution that produces generations of leaders to be successful in this life and the Hereafter

### **The IB Learner Profile**

**Inquirers:** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**Knowledgeable:** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**Thinkers:** We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators:** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

*Brighter Horizons will be a model Islamic educational system, within which learners may develop to their fullest potential and become a generation of leaders and individuals who are highly motivated to be successful in this life and beyond.*



**Principled:** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Open-minded:** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Caring:** We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Risk-takers/Courageous:** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced:** We understand the importance of balancing different aspects of our lives—intellectual, physical, (spiritual) and emotional— to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**Reflective:** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## ACADEMIC HONESTY PHILOSOPHY

In the spirit of encouraging all stakeholders at Brighter Horizons to demonstrate being principled members of the school community who act with integrity and honesty. All BHA stakeholders must understand the basic meaning and significance of concepts that relate to academic honesty, especially intellectual property and authenticity. In addition, students must have the knowledge and practical skills to apply such concepts to their work. These skills will be explicitly taught and reinforced in all subject areas.

## ACADEMIC HONESTY POLICY AIM

- Promote good academic practice and a school culture that actively encourages academic honesty.
- Enable members of the school community to understand what constitutes academic honesty and dishonesty
- Encourage students to look to their teachers, supervisors and coordinator for support when completing assessed work in order to prevent any possible form of malpractice
- Ensure that members of the school community understand the importance of acknowledging accurately and honestly all ideas and work of others
- Explain to students that they have an important role in ensuring that their work is 'academically honest'
- Impart to members of the school community that plagiarism is a serious academic offence for which Brighter Horizons Academy shows no tolerance
- Explain to members of the school community precisely what penalties will be imposed for all cases of malpractice
- Students will be given a declaration that they must sign confirming that they understand the meaning of "plagiarism".

"By signing this declaration, I am confirming that I understand the meaning of 'plagiarism'.



Plagiarism is the presentation by a student of an assignment which has in fact been copied in whole or in part from another student's work, or from any other source (e.g. published books, periodicals, or the web) without due acknowledgement in the text.

I, \_\_\_\_\_ declare that for this submitted work:

- ☐ I did not cut-and paste information from others without appropriate use of quotation marks and direct reference to their work;
- ☐ I did not re-word the ideas of others without proper and clear acknowledgement;
- ☐ I did not write ideas or suggestions that originated from others and claim these as my own; ☐ I did not include words from other students' work without permission."

### ACADEMIC HONESTY EXPECTATIONS

An authentic piece of work is one that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that student's own language, expression and ideas.

Where the ideas or work of another person are represented within a student's work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged.

All stakeholders must understand and obey the rules relating to proper conduct of examinations, as well as the difference between collaboration and collusion.

All stakeholders must understand that passing off the work of another person as their own is not acceptable and constitutes malpractice.

### THE ROLE OF THE TEACHER

#### Ensuring Academic Honesty

Teachers are responsible for teaching and modeling best practices regarding intellectual property rights and copyright infringement laws. It is their role to ensure that students are aware of their responsibility to consistently present original and authentic pieces of work.

### THE ROLE OF THE STUDENT

#### Ensuring Academic Honesty

Students are responsible for ensuring that the final version of any work is authentic. Students themselves must bear the consequences if they submit any work for assessment that is not their own, regardless of whether the plagiarism was deliberate or the result of poor research skills leading to academic infringement. The same principle applies to collusion.

### THE ROLE OF THE PARENT

#### Ensuring Academic Honesty

Parents must ensure that their child understands the importance of academic honesty as well as support their child in identifying potential malpractice. In addition, if the student is proven to have an issue with academic



honesty or academic infringement, the parent is expected to support the school by understanding the situation and encouraging their child to ensure they meet the requirements and not repeat the same mistake.

## THE ROLE OF THE SCHOOL

### Dealing with Malpractice

For all cases of malpractice by a student, the teacher will be asked to provide a report after he or she has conducted an investigation. The report which is submitted to the principal and counselor must be prepared and handled in a manner that respects the need for confidentiality. Both the student and parent must be informed that the work needs to be re-submitted within a reasonable period of time agreed upon by both teacher and student before the reporting period ends, in order for the work to be acknowledged. The school may make further decisions in line with its own code of conduct according to the BHA discipline policy.

## THE ROLE OF THE LIBRARIAN

### Providing Information Literacy Support

The librarian has a very important role in our school as the facilitator of research and is the school's center of inquiry learning support. The librarian's main academic role is to teach and reinforce information literacy skills and serve as an expert in the area of academic honesty. The librarian provides ethical guidance alongside information on the most appropriate citation system (APA) to use in each assignment, particularly research papers in all subjects. The librarian provides the students with a digital citizenship pledge at the beginning of the year. She ensures that the students understand their responsibility of internet safety and their expectations.

All KG-5<sup>th</sup> grade students will read, sign and agree to the school's academic honesty policy before engaging in research-based assignments and projects. The oath is written as follows:

"As a member of the BHA IB World Community, I must be principled in my work and actions. By the IB definition, this means, "we act with integrity and honesty, with a strong sense of fairness and justice, and with the respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences." Being principled in my work means I do not plagiarize or claim other people's work as my own. I give credit where it is due.

By signing this declaration, I am confirming that I understand the meaning of 'plagiarism'.



# DIGITAL Citizenship

I \_\_\_\_\_, pledge to use the internet safely and responsibly. I pledge to adhere to the following:

- ☐ I will be a **principled communicator** by being respectful to myself and others in online communities.
- ☐ I will be **balanced** with my time when using media and doing other online activities.
- ☐ I will be a responsible **inquirer** by searching and using the internet for assignments given by my teachers; this will help me stay on task.
- ☐ I will be a **thinker** by not sharing private and personal information such as passwords, address, email, or my phone number with anyone.
- ☐ I will be **principled** by obtaining permission for any work I share online and I will provide proper citation for all the work I use in order to avoid plagiarism.
- ☐ I will be **reflective** when viewing photos and reviewing photos for assignments or before posting them online.
- ☐ I will be a **risk-taker** and stand up to cyberbullying.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

2020-2021

The Learner Profile





**All members of the school community are expected to be aware of the academic honesty policy, model academic honesty and being principled.**

### **MALPRACTICE**

Malpractice is behavior that results in, or may result in the student or any other student gaining an unfair advantage in one or more assessment component.

Malpractice may include:

- **Plagiarism:** The representation of the ideas or work of another person as the student's own; even when paraphrasing or summarizing, sources must be cited (for example, getting another person (sibling, tutor, nanny, etc.) to do your work and calling it your own).

Plagiarism is passing off someone else's work, writing, thoughts, visuals, graphics, music and ideas as your own. Plagiarized work is work which fails to acknowledge the sources which it uses or upon which it is based. Plagiarism is a clear breach of academic honesty. Even when paraphrasing or summarizing, sources must be cited. Universities tackle plagiarism differently but some penalties include failing the subject or year or being expelled. Plagiarism is illegal if it infringes an author's intellectual property rights, including copyright or trademark.

- **Collusion:** Supporting malpractice by another student by allowing one's work to be copied or submitted for assessment by another. Both the student copying and the student who has allowed their work to be copied are equally responsible and accountable.
- **Any other behavior that gains an unfair advantage for a student or that affects the results of another student which may include:**
  - Making up data for an assignment
  - Obtaining final exams or assessments without permission
  - Obtaining assistance from another person to edit, enhance, and improve the work prior to submission for grading/marking.
  - Taking unauthorized material into an examination room
  - Misconduct during formal or informal assessments
  - Falsifying a Community and Service record
  - Ghost writing: Submitting an assignment written by a third party and represented by a student as her or his own work.
  - Copying the work of another student with or without their permission
  - Leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination
  - Exchanging information or in any way supporting the passing on of information to another student about the content of an examination
  - Taking unauthorized material into the examination room, including a mobile phone, an electronic device, own rough paper, notes ...
  - Using an unauthorized calculator during an examination

- Referring to or attempting to refer to, unauthorized material that is related to the examination
- Concealing and/or using unauthorized software on a graphic calculator, particularly, but not only, during examinations
- Misbehaving during an exam, including any attempt to disrupt the examination or distract another student
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an examination
- Impersonating another student
- Including offensive material in a script
- Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination.

## INTERNAL SANCTIONS

Internal sanctions may be imposed by the school for incidences of malpractice relating to homework, class work, and internal exams and will include:

**1st Offense:** The student is required to re-do the work. The student is reminded of the BHA Academic Honesty policy. Parents are notified by the teacher and the malpractice is noted in school records.

**2nd Offense:** The student is required to re-do the work and parents are notified by the Principal and the student receives disciplinary consequences according to the BHA discipline guidelines.. This second malpractice offense is noted in school records.

**Habitual Offender:** The student will receive disciplinary consequences according to the BHA discipline policy.

Academic honesty is valued highly by the BHA community, by the International Baccalaureate Organization, Secondary Schools, universities and employers. Academic dishonesty is viewed as a serious transgression of the values, which BHA seeks to impart and uphold. There can be no tolerance of deliberate academic dishonesty.

**Remember** – International Baccalaureate students as are expected to be 'Principled'.

You will act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. You will take responsibility for your own actions and the consequences that accompany them.

## FAQ

### 1. What is the difference between collusion and collaboration?

Collaboration involves working together with other students. There are occasions where collaboration with other students is permitted or actively encouraged. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content, conclusion or summary of a piece of work must be written in each student's own words and cannot therefore be the same as another student's. For example, if

two or more students have exactly the same introduction to an assignment, the final award committee will interpret this as collusion (or plagiarism), and not collaboration. Working together is collaboration. Copying someone else's work is collusion. Even if you have 'collaborated' with another student, the work you present must be your own. Collusion is malpractice and will be penalized.

75706152. **What is paraphrasing?**

Paraphrasing is writing a piece of text out in your own words. You are allowed to do this, but you must acknowledge the source you have used.

75706192. **What is academic infringement?**

Sometimes a student may submit a piece of work which does not follow the standard academic practice of clearly acknowledging all ideas and words of other persons without the student having made a deliberate attempt to gain an unfair advantage. For example, where a student has not used some means of indicating a quotation, but has cited the source of the text in the bibliography or in a footnote. In this case it is considered as academic infringement and not malpractice which means the student may still be awarded a grade for their work.

75706240. **Do I have to cite sources if I got my information from the net?**

Some students seem to believe that because the internet is in the public domain and largely uncontrolled, information can be taken from websites without the need for acknowledgment. On the contrary, students **must** record the specific addresses of all websites from which they obtain information during their research, including the date when each website was accessed. The uniform (or universal) resource locator (URL) constitutes the website address for this purpose. Simply stating the search engine that was used to find the website is not acceptable and does not constitute a form of acknowledgment. The requirement to cite the source of material includes the copying of maps, photographs, illustrations, data, graphs, and so on. For example, to cut and paste a graph from a website without acknowledging its source constitutes plagiarism. CD-ROMs, DVDs, email messages and any other electronic media must be treated in the same way as the internet, books and journals.

75706280. **How can I make sure that I am not plagiarizing material?**

- The simplest method of avoiding plagiarism is to accurately and clearly acknowledge, by references in the body of your work, and/or in a bibliography at the end, each and every piece of material you use in the production of your work.
- All ideas and work of other persons, regardless of their source, must be acknowledged.
- CD Rom, email messages, web sites on the internet and any other electronic media must be treated in the same way as books and journals.
- The sources of all photographs, maps, illustrations, computer programs, data, graphs, audio-visual and similar material must be acknowledged.
- Passages that are quoted verbatim must be enclosed within quotation marks and references provided.
- All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged.
- Always use Turnitin.com in accordance with the school's regulations.
- Material cannot be paraphrased without acknowledging the source
- Credit **all** of your sources even if you have paraphrased or summarized. An online tool that facilitates this process is: <http://citationmachine.net/>
- Clearly distinguish between your work and the source being used (using quotations marks, indentation etc.)
- Use a style of referencing that is appropriate for the subject such as MLA or APA.



### Ongoing Review of Academic Honesty Policy

The Academic Honesty Policy is a working document, which requires ongoing review and revision based on the needs of the student population at Brighter Horizons Academy. The teaching staff, administrators and IB coordinator will review the Academic Honesty Policy annually. Feedback from all invested parties will be taken into consideration and revisions will be completed each year by the end of October. The updated policy will be shared with all staff during an IB Collaborative Planning Meeting. During a scheduled Board meeting the Board and PTO will be given the final version. Once all parties have finalized the new updated document it will be posted on the school's website.