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<b>Title:</b>	<b>Middle School Academic Honesty Policy</b>
<b>Summary:</b>	<b>Policy and Procedures relating to Middle School Academic Honesty</b>
<b>Intended Audience:</b>	<b>Students, staff, parents</b>
<b>Author:</b>	<b>MYP Pedagogical Leadership team</b>
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<b>IB Standard:</b>	<b>B1.5d</b>
<b>Distribution:</b>	<b>Web and Internal</b>

# Middle School Academic Honesty Policy

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## Background

The Middle Years Programme (MYP) has been designed as a coherent and comprehensive curriculum framework that provides academic challenge and develops life skills for our Middle School students. The MYP offers students opportunities to develop their academic honesty through different tasks, projects and assessments. By exhibiting the learner profile attribute 'principled', students should develop their understanding and display characteristics of being academically honest.

## Policy

All teachers of The Armidale School follow the procedures outlined below regarding academic honesty in Middle School. In cases where academic honesty has been breached, teachers must direct the matter to their Coordinator.

## Philosophy

Academic honesty and integrity is an essential component to student achievement at The Armidale School. Copying another student's work, plagiarising the work of another author or cheating on academic tasks, projects and assessments is prohibited. Students who breach academic honesty are subject to academic penalty and disciplinary action.

At The Armidale School we believe that promoting and expecting academic honesty is a specific example of the demonstration of the IB learner profile attribute 'principled'. The school's community (teachers, administrators, parents/guardians) will all model academic honesty and support students in their development of being 'principled', and being academically honest. We truly believe that a commitment from our whole community can facilitate the development of academic honesty amongst our students.

## Definitions

### What is Academic Honesty?

Examples of academic honesty include, but not limited to:

- Student generation of original, creative material (e.g. handing in your own work)
- Acknowledging other sources within your work correctly, using APA referencing
- Behaving appropriately in both a class and exam setting (e.g. no talking in exams).

## What is Academic Malpractice?

Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating. Whether intended or not, all incidents of academic malpractice will be treated seriously by The Armidale School. Malpractice in any form includes, but is not limited to, the following:

- **Cheating:** Using dishonest means in an attempt to obtain credit for academic work. This could include, but is not limited to: using notes that have not been permitted, utilising electronic devices that have been prohibited, looking at another student's paper, talking during an assessment, violating any directions given by the teacher, taking another student's work, discussing exam content before all students sit it.

*e.g. Student A sits an exam earlier than Student B, and tells Student B the questions contained in the exam.*

- **Plagiarism:** is the presentation, intentionally or unwittingly, of the ideas, work or words of other people without proper, clear and explicit acknowledgement, using APA referencing.

*e.g. Student A 'copy and pastes' text directly off the internet to hand in as their own work, with no acknowledgement of the source used.*

- **Tampering:** changing teacher material and/or student records for purposes of cheating or fabrication.

*e.g. Student A changes the score on their assessment when handing it back to a teacher.*

- **Duplication:** The presentation of the same work for different assessment components.

*e.g. Student A produces a piece of work for Language and Literature and also hands it in as part of an assessment for Individuals and Society.*

- **Forgery:** Forging the signature of a parent/guardian, a school employee, or doctor on a letter, or other document.

*e.g. Student A forges a doctors letter requesting an extension on an assessment deadline.*

- **Collusion:** supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another.

*e.g Student A has finished their work, and hands it to Student B who has not finished their work.*

- ***Fabrication:*** Contriving false information, 'fixing' research/projects, and/or using products with the intent to deceive. (E.g. creating false data, creating false information to be given special consideration for an assessment etc)

*e.g. Student A has to conduct research for a project, however instead of conducting the research, Student A just makes up the data.*

## Responsibilities of Students

It is the students responsibility to adhere to academic honesty on all tasks, projects and assessments. To do this, we suggest that students:

- Take time to read over the Academic Honesty Policy;
- Speak to teachers about anything that they are unsure of;
- Correctly acknowledge sources used, using APA referencing (including any images, data etc); and
- Plan ahead – procrastination and rushed work can often lead to poor research techniques.

For most MYP assessments, students are expected to work independently but with appropriate support from teachers and other adults, although there are many occasions when collaboration with other students is an important part of the learning process.

## Responsibilities of Teachers

All teachers at The Armidale School share the responsibility of reinforcing best practices and teaching research skills and referencing, although teachers may want to refer to the ATL teacher for guidance. All teachers at The Armidale School are expected to:

- Support the Middle Schools Academic Honesty Policy and provide students with advice when necessary;
- Provide instruction and support in developing ATL skills; including research skills, referencing skills and time management skills;
- Give specific requirements, and examples, of APA referencing for a variety of sources in their discipline area;
- Structure tasks, projects and assessments to encourage the development of student's academic honesty and problem solving techniques;
- Advise students about the consequences of being careless when using other sources, and disregarding the origin of others ideas within their work;
- Act as a role model for students; and
- If a teacher has a relative at the school, then a discussion with the Director of Studies must occur at the beginning of the year to determine processes and procedures relating to the potential conflict of interest.

## Responsibilities of IB Coordinator and Head of Middle School

The school's leadership has the responsibility for establishing processes and procedures that supports academic honesty within the school. They can do this by:

- Providing time within the school curriculum to share the policy with Middle School students;
- Share the policy with students and the community by making it readily available on the school website and also a hardcopy in the Middle School office;
- Inform students and parent/guardians through various media as to what constitutes as academic dishonesty and how it can be prevented; and
- Support the prevention, detection and investigation of academic dishonesty, conducted by students or staff.

## Response from the School

As a community, we understand the need to support and guide students when it comes to being academically honest. Therefore, each matter of academic dishonesty will be dealt with individually, with the main outcome being a learning experience for the student, and the student becoming more principled with their own work.

In the event that a teacher thinks a student may be guilty of academic dishonesty in a task, project or assessment, the following steps will be taken:

- the Coordinator, MYP Coordinator and Head of Middle School should be advised immediately along with the student's homeroom teacher.
- In most cases, the staff will rule on the matter, and can award a mark of zero for the whole task or the section affected.
- In cases where academic honesty is disputed, the student may appeal the decision to the Director of Studies for further consideration.

It is imperative that this process is done discreetly and that no discussion is had or allegation is made without the student's homeroom teacher present, and not in the presence of other students. The student's homeroom teacher will contact the student's parents/guardian to inform them of the incident.

### Works Cited

*Harrison School District 2 Code of Conduct*. Harrison School District 2. August. 2015.

Hyperlink:

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