

Academic Honesty Policy

Expectations and consequences of our
Academic Honesty Policy
at Sekolah Bogor Raya



Sekolah Bogor Raya
Learning together, inspiring success

Academic Honesty Policy

What is the purpose of an Academic Honesty Policy?

This document is designed to firstly define Academic Honesty and then to clearly explain the roles and responsibilities of all stakeholders when it comes to maintaining the highest ethics when it comes to Academic Honesty. Academic honesty is part of being “principled”, a learner profile attribute where learners strive to “act with integrity and honesty” as we question, inquire and act. After reading this document all members of the school community should have a better understanding of their responsibilities in order for us as an educational institution to avoid any malpractice occurring.

The IB states in the IB Learner Profiles that students must “act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.” They are also to “take responsibility for their own actions and the consequences that accompany them.”

As an IB world school we must instill the importance of Academic honesty on all our students.

Definitions

School maladministration

School maladministration is defined as any behavior by an IB World School or an individual formally associated with an IB World School that intrudes IB rules and regulations, and potentially threatens the integrity of the examinations and assessments. It can happen before, during or after the completion of an assessment component or completion of an examination.

Student academic misconduct

Student academic misconduct is defined as unintentional behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. The action that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of the examinations and assessments that happen before, during or after the completion of the assessment or examination, paper-based or on-screen. Student academic misconduct includes but is not limited to plagiarism, collusion, duplication of work, cheating, and falsifying data/work.

Malpractice

Malpractice is defined as: Any behavior that results in, or may result in, a student or group of students gaining unfair advantages in academic work. Malpractice includes but is not limited to plagiarism, collusion, duplication of work, cheating, and falsifying data/work.

Plagiarism

Plagiarism is defined as: The practice of taking someone else's work or ideas and passing them off as one's own.

Examples may include:

- Submitting as one's own work an examination, paper, homework assignment, or other project (laboratory report, artistic work, computer program, etc.) that was created entirely or partially by someone else.
- Failure to use quotation marks to signal that one is using another person's precise words. Even brief phrases must be enclosed in quotation marks and properly cited.
- Failure to identify (cite) the source of quotations and paraphrases. Of course one must cite the source of quotations; one must also cite the source of ideas and information that are not common knowledge even when paraphrased (presented in one's own words). Sources include unpublished as well as published items—for example, books, articles, material on the internet, television programs, instructors' lectures, and people, including other students, friends, and relatives.
- Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, photograph/image, or mathematical proof) that are derived from the work of others.

Collusion

Collusion is defined as supporting the malpractice by another student or assisting another student's academic dishonesty.

Examples may include:

- Writing a paper or other project for another student.
- Allowing another student to copy from one's examination, paper, homework assignment, or other project.
- Assisting another student on a take-home examination, paper, homework assignment, or other project if one knows or suspects such assistance is not authorized by the instructor.
- Sharing information regarding assessment contents and questions with other students.

Cheating

Cheating is defined as: The use or attempted use of unauthorized assistance during an examination, on a writing assignment, homework assignment, or other project.

Examples may include:

- Copying answers from another student's examination, paper, homework assignment, with or without that person's consent.
- Providing work to be copied (collusion).
- Communicating in any way with another student or a third party during an examination without the permission of the instructor.
- Using unauthorized materials or devices (including notes, textbooks, universal translator, cell phone, calculator, or any other electronic device) during an assignment or examination without the permission of the instructor.
- Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor.
- Collaborating with other students or third parties on a take-home examination, paper, homework assignment, lab work or other project without the permission of the instructor. Further clarification: In science, the student's internal assessment is a compilation of his/her lab reports. It is considered collusion in IB for students to work together on lab reports unless they are specifically required to and given permission from their teacher.

Fabrication

Fabrication is defined as: The creation of false data or citations.

Examples may include:

- Fabrication of data: Inventing or falsifying the data of a laboratory experiment, field project, CAS activity, or other project.
- Fabrication of a citation: Inventing a phony citation for a research paper or other project.
- Alteration of an assignment: Altering a graded examination, paper, homework assignment, or other project and re-submitting it to the instructor in order to claim an error in grading.

Hitchhiking

Hitchhiking is defined as: When a student “hitchhikes” in class, he or she is allowing a partner or group members to do a disproportionate amount of work in a collaborative project while the hitchhiker does not participate equally. This lack of equal contribution to a collaborative assignment constitutes academic dishonesty and will be penalized as such.

Duplication of work

Duplication is defined as: Using the same work for more than one course without clear permission from the instructor. Students are expected to produce original work for each course of study.

Examples may include:

- Submitting a paper or project in more than one course for a grade
- Submitting a lab report for more than one course without discussing it with both teachers involved.

Roles and Responsibilities for all stakeholders

Students

Students are expected to:

1. Read, ensure understanding by asking appropriate questions and then sign and return this policy to their homeroom teacher.
2. Make sure that their submitted work has been written individually and any work or ideas of others has been acknowledged.
3. Approach our teachers or counselors if they feel that a particular assignment may not be completed due to personal circumstances.
4. Understand the expected level of acknowledgment for their level of the school.
 - a. See Detailed expectations section below.
5. Act if they see anyone cheating, copying or committing any form of academic misconduct and they should report it to their teacher.

Parents

1. Read, ensure understanding by asking appropriate questions and then sign this policy.
2. Discuss this policy with their child and remind them of the policy should they see any work being produced which may be considered malpractice.
3. Celebrate success and congratulate them when you see your child demonstrating academic honesty.

Teachers

1. Start every academic year by reading/reviewing the Academic Honesty Policy.
2. Check that work submitted by students is authentic work produced by the student in question.
3. Read, implement and ensure understanding of this policy.
4. Model academic honesty at all times.
5. Remind students of policy and expectations prior to accepting submissions.
6. Observe and monitor tests or exams to ensure they are taken under the correct conditions.
7. Report when academic misconduct occurs and record it in writing.
8. Celebrate success and support them when students demonstrating academic honesty

IB Coordinator

1. Make sure that parents are aware and have a good grasp of what academic honesty is.
2. Ensure that major school policies related to students are available through Sekolah Bogor Raya's website.
3. Facilitate Committee meeting for both the writing and review stages of the policy.
4. Ensure the teachers are given Professional Development and support to help them maintain academic honesty across the school.
5. Plan and monitor all IB exams testing sessions (IB DP).
6. Document and report academic misconduct to the Parents and the IBO if it will affect Exam/Assessment results (IB DP).

Detailed Expectations for students from each Grade level

PYP Early Years

1. Students should be responsible for their own work by choosing and completing the task independently.
2. Students should be able to work individually and in group with certain guidance such as:
 - following instructions or directions from teachers or their peers.
 - working collaboratively by sharing and taking turns
 - sharing responsibilities for decision making
3. Students are aware of the variety of resources (people, places, materials) to gather information for their learning.
4. Students acknowledge the variety of resources for their learning.

Grade 1-3

1. Students should be responsible for their own work by being able to :
 - Take on and complete tasks as agreed.
 - share responsibility for decision-making
2. Students should be able to work individually and in group with certain guidance such as:
 - listen closely to other's perspectives and to instructions
 - learn cooperatively in a group : being courteous, sharing and taking turns
 - build consensus and negotiate effectively
 - encourage others to contribute
 - being aware of your own and others needs in a learning group.
3. Students should begin to develop research planning about certain topics they are interested in. They will formulate, and plan information using different sources of media.

4. Students should gather and record data from different sources (primary and secondary) and record it using different strategies (drawing, charting, tallying, and annotating images).
5. Students should begin to synthesize, interpret, evaluate and communicate their research findings to come up with conclusions. They should communicate information or findings to multiple audiences using a variety of media and modalities.
6. Students should acknowledge the variety of resources for their learning from different types of resources (people, places, materials).
7. Students should be aware of the student's academic misconduct such as malpractice, plagiarism, collusion, cheating, fabrication, hitchhiking, and duplication of work

Grade 4-6

1. Students should be responsible for their own work by being able to :
 - Plan short and long term tasks and use equipment, supplies and technology effectively and productively.
 - Take on and complete tasks as agreed.
 - Delegate and share responsibility for decision-making
2. Students should be able to work individually and in group with certain guidance such as:
 - listen closely to other's perspectives and to instructions
 - learn cooperatively in a group : being courteous, sharing and taking turns
 - build consensus, negotiate effectively and make fair and equitable decisions
 - encourage others to contribute and take on a variety of roles in group learning.
 - being aware of your own and others needs in a learning group.
3. Students should develop research planning about certain topics they are interested in. They will formulate, and plan information using different sources of media.
4. Students should gather and record data from different sources (primary and secondary) and record it using different strategies (drawing, note taking, charting, tallying, writing statements and annotating images).
5. Students should synthesize, interpret, evaluate and communicate their research findings to come up with conclusions. They should communicate information or findings to multiple audiences using a variety of media and modalities.
6. Students should create references and citations to construct a bibliography according to recognized conventions.
7. Students should be aware of the student's academic misconduct such as malpractice, plagiarism, collusion, cheating, fabrication, hitchhiking, and duplication of work

Exhibition (culmination of the PYP)

- ⇒ All work submitted and presented for the Exhibition should be inline with our Academic Honesty Policy.
1. Students should develop research planning related to the issues they are interested in. They will formulate, and plan information using different sources of media.
 2. Students should gather and record data from different sources (primary and secondary) and record it using different strategies (drawing, note taking, charting, tallying, writing statements and annotating images).
 3. Students should synthesize, interpreting, evaluating and communicating their research findings to come up with conclusions. They should communicate information or findings to multiple audiences using a variety of media and modalities.
 4. Students should create references and citations to construct a bibliography according to recognized conventions.
 5. They should be able to work collaboratively as a team and both accept and include different opinions of their group members.

6. Students should be aware of the student's academic misconduct such as malpractice, plagiarism, collusion, cheating, fabrication, hitchhiking, and duplication of work

Grade 7-10

1. Acknowledges ideas and materials from multiple sources including books, media, internet or first-person sources.
2. Is able to write and paraphrase material for class notes.
3. References any direct quotes they may have used as part of their work directly after the quote itself.
4. Knows what is considered to be academic dishonesty and abides by Sekolah Bogor Raya's expectations.
5. Is always sure to acknowledge help from guardians, siblings or friends.
6. Understands that the following acts are considered academic dishonesty:
 - a. Using notes during a test unless the teacher explicitly informs them of an open book style assessment.
 - b. Giving one's own work to a friend to copy this includes homework or assignments.
 - c. Completing someone else's work for them.
 - d. Copying material word for word from a source(s)
 - e. Submitting someone else's work as your own.
7. Understand and follow exam rules explicitly.
8. Always inquires about what external support is permissible for each given assignment.
9. References sources in a correctly formatted bibliography.

Grade 11-12

1. Every source without exception cited in the text must also appear in the bibliography.
2. Gives credit for any material paraphrased, quoted, used directly or adapted.
3. Takes credit and clearly illustrates which parts of the given assignment, project or task have been designed/created by them. Including any sketches, music, pictures, photographs, maps, etc.
4. When borrowing text from other sources the reader should be made aware of when the borrowed text begins and finishes.
5. Understands the following acts are considered academic dishonesty.
 - a. Allowing a friend to copy their work.
 - b. Submitting work that was done by another student or friend.
 - c. Copying work from a friend.
 - d. Submitting a project or piece of work without clear and concise citations.
 - e. Using notes during an exam or test unless specifically being told it is an open book assessment.
 - f. Communicating with others during a test/exam.
 - g. Using technology during an exam without permission.

Referencing Guide

Currently Bogor Raya Primary school is introducing a referencing style using APA (American Psychological Association) which is most exposed and used in daily resources students use. The referencing system will be introduced to students from Grade 5.

Bogor Raya Secondary School is using MLA (Modern Language Association) 8th edition which is most often used by the arts and humanities. It is arguably the most well used citation style. The referencing system will be introduced to students from Grade 7.

Role of Librarian

Role of a PYP Librarian

The librarians play roles in developing the values of academic honesty, including raising awareness of digital citizenship that are related to the use of media ethically to communicate, share and connect with others, and referencing skills that are important to be introduced in PYP school.

The librarians can work with the classroom teacher and students throughout the year to develop the skills needed for them to succeed in their inquiries. Critical thinking skills are supported by instructional intervention in using online and print primary sources, evaluating information sources (especially web resources) and developing in-depth questioning skills.

The librarian can act as a research mentor, offering mini-revision tutorials for different groups about plagiarism and copyright issues, as well as bibliographic skills.

Role of a DP Librarian

The Librarian plays an important role in school wide implementation of academic honesty. She/he is the main resource in the area of academic honesty who can provide ethical guidance on the most suitable citation/referencing system used in each assessment.

The librarian should be able to promote academic honesty within the school by providing support and assistance in terms of research, and the correct use of citations. The library website also provides considerable advice regarding their aspects of academic honesty.

The librarian must give an internal workshop to students and teachers regarding academic honesty and referencing guide every beginning of the new academic year and along the academic year should the management members feel the needs of it.

Detailed roles and responsibilities of a librarian are stated in **Roles and Responsibilities of a DP Librarian** document.

Procedures of reporting, recording, and monitoring

Academic honesty should be the responsibility of all stakeholders in the school. Any suspected academic dishonesty should first be identified by the subject teacher and handled carefully and treated as a formal learning experience by the student. In PYP school, classroom teachers who are responsible with the learning process will collaborate with students, parents, counselors and pedagogical leaders to deal with the issues with respect to students' needs.

In DP, Subject teacher must report all academic dishonesty cases to the Vice Principal for Academic Affairs who will record all academic dishonesty cases.

The student is always permitted to explain the situation and present a defense to his/her action. Consequences to each academic dishonesty will depend on the level of action and how many times the student has done the academic dishonesty.

Rights of a Student Suspected of Academic Dishonesty

Initial breaches of academic dishonesty will be treated as a formative learning experience for the students. Schools and teachers will respect the student's right of privacy and teachers along with the counselor will support the students in a way that students are reflective and avoid academic misconduct in future. The student will participate in a discussion with the concerned teacher and school counselor. The discussion will focus on the academic misconduct of the student and care should be taken to, not make judgements of a student's overall character.

Consequences for Academic Dishonesty

Consequences for Academic Dishonesty in Grade 1-6

Level 1 Offense

- The student in question will receive a warning.
- The student will be asked to re-submit the assignment/project within a suitable time period; they will lose 10% of the grade as a consequence.
- They will have a meeting with their class teacher.
- Parents will be informed via whatsapp or by telephone in order to help remind the student of the importance of academic honesty.
- The IB PYP coordinator may be informed.

Level 2 Offense

- The student will not be given the opportunity to resubmit the work and the work in question will be given a score of zero as a consequence.
- Parents will be invited to school to meet the classroom teacher to discuss this issue in detail.
- The IB PYP coordinator will be informed.
- Students will be asked to sign a letter stating they will be committed to upholding this academic honesty policy in future.

Level 3 Offense

- The student will not be given the opportunity to resubmit the work in question.
- The IB PYP coordinator will be informed.
- The student will be suspended from school for a time period decided on by the Principal of the according level of the school.

Consequences for Academic Dishonesty in Grade 7 - 12

Students at Sekolah Bogor Raya read the Academic honesty policy and sign an Academic Honesty contract, they are therefore responsible to ensure that any submitted work and exam etiquette follows the expectations of the policy.

Violations of Academic Honesty Policy are divided into three levels:

Level 1 Offense

- Copying homework
- Cheating
- Using secretive methods of receiving or giving answers on a test or quiz
- Taking information from other sources that is not properly cited

Consequences to Level 1 Offense:

The subject teacher will deal with the student privately. Case will be reported to the Vice Principal for Academic Affairs. Teachers may request students to re-do the assignment and parents may be contacted if required.

A second Level 1 offense will be considered a Level 2 offense and will be dealt with accordingly.

Level 2 Offense

- Directly copying paper or publications from the Internet or other students without proper citation.
- Unauthorized (sharing/distributing) test materials.

Consequences to Level 2 Offense:

No grade will be awarded, parents are notified by the Vice Principal for Academic Affairs and students will receive disciplinary consequences. Further consequences may include suspension from the class. Parents will be invited to attend the conference with the student and DP coordinator.

Level 3 Offense

- Stealing examinations
- Altering grades on a computer database

Consequences to Level 3 Offense:

Parents will be notified by the Principal and a meeting with parents is required. Students might be expelled depending on the intensity of the violation.

Policy Review

The academic honesty policy is reviewed every year by the Principals.

References and Resources used in the design of this policy

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