



## Academic Honesty Policy

The mission of International College is to educate young men and women to be global citizens capable of initiative and critical thinking who will serve as role models in a global society. IC strives to promote academic honesty and personal integrity across the whole school helping students to be principled in the acquisition and use of intellectual property, whether from printed or electronic sources including the Internet, as well as in examinations. This academic honesty policy is in agreement with the position of the International Baccalaureate as described in its publication Academic Honesty.

The school is committed to teaching and modeling academic integrity starting at the Preschool level and continuing throughout the student's learning experience at IC.

### **1. Academic Honesty**

Academic honesty is based upon the assumption that the student has presented work that is his/her own and that information or ideas gathered from any source are clearly and correctly acknowledged. During tests and examinations students present their own learning and understanding without attempting in any way to acquire an unfair advantage over others.

Students know that deliberate cheating is wrong in any circumstance, but inexperienced researchers can become confused while using the ideas of others when they download information from the internet, use quotations, receive guidance from others or adapt material for an assignment or research report. It is the responsibility of the teachers to teach students how to cite their sources and to monitor student actions; teachers and the school librarians provide guidance on the correct procedures of how to acknowledge the intellectual property of others through age appropriate instruction and practice.

However, students must accept full responsibility for the content and integrity of all work – homework assignments, research reports and examination papers – that they submit. To avoid incidents of malpractice, students should ask their teachers for guidelines and instruction on citing sources or see the librarian about handouts covering the APA or MLA guide to bibliographies and in-text citation.

## 2. Responsible Digital Citizenship

Individual privacy is a value to be upheld at all costs. Filming, recording, accessing and using unauthorized personal information available on the web of another person from IC or the IC campus, let alone posting such recordings and information on social networks or going public in any way, is considered a major offense. Infringing on student or teacher privacy is damaging not only to the individuals targeted but also to the image of the institution as a whole. (Please refer to the responsible digital citizenship contract).

## 3. Malpractice

Actions constituting academic malpractice include, but are not limited to the following:

**a) Plagiarism:** This is considered a major school offense. It is defined as using the words and ideas of another person without giving that person credit. If what has been written is not the student's original idea, from personal experimentation, or from common knowledge, then the student may be plagiarizing. To avoid plagiarism, the student should always cite the source when:

1. Quoting someone directly
2. Paraphrasing someone
3. Summarizing or rewording someone else's ideas.

**b) Collusion:** This is defined as supporting the act of malpractice by another candidate, as in allowing one's work to be copied or submitted for the assessment of another. The offense entails sanctions imposed on both parties concerned.

**c) Duplication of work:** This is defined as the presentation of one's same work for different assessment components, classes or assignments.

**d) Cheating:** This is defined as the use or attempted-use of unauthorized materials, information or study aids in an attempt to gain an unfair advantage over others, especially during, but not limited to, examinations and other formal assessment.

**e)** Any other behavior that gains an unfair advantage for a student or that affects the results of another student. Such actions entail sanctions imposed on all parties involved.

#### **4. Consequences of Malpractice**

Any project or paper should be the authentic work of the student. Cheating, receiving and possessing unauthorized information, as well as giving out such information is considered a serious offense committed by all the students involved and will be severely dealt with.

At the Elementary School level, students are taught how to cite their sources and they also learn about the importance of academic honesty. They are guided to follow the correct procedures therein. A student who does not follow the policy, will be counselled by the teacher. Involvement of parents and the director will happen in more serious cases. Consequences will follow according to the seriousness of the action. A child caught cheating during a test will forfeit the results. If there is no change in behavior and the violation continues, suspension may follow.

At the Middle School level, any student caught in any premeditated act of cheating, whether in an examination or any other setting, will be referred to the Director and severe action will be taken. In case of a second offense, the student will be asked to withdraw immediately.

At both the Middle and Secondary Schools, if part of a project/paper displays any form of deliberate malpractice, the student will automatically receive a zero on the assignment and will be subjected to more severe disciplinary measures (suspension or expulsion) Disciplinary Probation is automatic.

At the Secondary School, students who are caught committing any form of malpractice during a test fail this test; they will not be allowed to sit for a make-up exam and will be placed immediately on disciplinary probation. They also will be denied participation in major school activities. The Disciplinary Committee will meet and decide upon further appropriate measures to be taken, such as suspension from school.

Committing an act of malpractice in a cumulative exam (trimester, semester, etc.) will result in an automatic failure in the subject and may lead to the expulsion of the student; a graduating student will be denied graduation as well as all other privileges.

## References

- Academic Integrity Policy. Kentridge High School. 2015. <http://www.kent.k12.wa.us/Page/1137>
- Academic Honesty. Copenhagen International School 2009. <http://www.cis-edu.dk/page.cfm?p=347>
- Academic Honesty in the IB Educational Context. 2014
- IC Secondary School Handbook 2014 – 2015
- IC Ras Beirut Middle School Handbook 2014 - 2015

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