Learning Alliance International

IB WORLD SCHOOL

PYP - MYP - DP-CP

ACADEMIC HONESTY POLICY

Learning Alliance Mission Statement:

"LEARNING ALLIANCE INTERNATIONAL is committed to developing the students as a whole, not only the intellect but also the personality by empowering them to become confident and competent lifelong learners. Our goal is to inspire our students to evolve into responsible, compassionate and dynamic citizens of the global society."

Learning Alliance International understands the importance of *Academic Honesty* and in case of academic dishonesty, believes in treating the matter in a fair and just manner. Since the complexities of concerns regarding plagiarism are widely misunderstood, there is also a strong need to focus on the issue by providing a detailed understanding of what constitutes academic dishonesty.

The Learner Profile and Academic Honesty

Academic Honesty is a core value of the Learning Alliance International community as it is central to engaging in independent, creative thought and self-expression. Academic Honesty is also a key component of Approaches to Learning and the IB Learner Profile. The School aims to create a culture of honesty and integrity in our community, both academically and in how we develop as individuals.

We strive to be:

● **Principled** – to act with integrity and honesty and take responsibility for our own actions

● **Inquirers** – to acquire the skills necessary to conduct inquiry and research and show independence in learning

● **Open-minded** – to seek and evaluate a range of points of view

● **Thinkers** – to exercise initiative in applying thinking skills critically and creatively

● **Communicators** – to understand and express ideas confidently and creatively

Academic Dishonesty and Malpractice

According to the MYP : Principles into Practice guide, academic misconduct is defined as "behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components."   ***(MYP: From Principles into Practice - page 95)***

Malpractice includes:

1. ***Plagiarism:*** Plagiarism is defined as the representation of ideas or work of another person as the candidate's own. Plagiarism is a serious academic offence that carries severe penalties which could also include not gaining an IB Certification. Material that has been paraphrased in the student's own words is also considered plagiarized material unless proper credit or reference is given. There are three types of plagiarism that the students should be aware of:

    a) Direct copying of significant amounts of material without paraphrasing or giving proper citations and reference. This includes cutting and pasting from a web source, copying content using AI generation tools, and copying directly from a book.

    b) Use of large sections of uncited material, copied or AI generated wording combined with your own words.

    c) High dependence on sources' phrasing in a manner that is not allowed by the task given, such as rewriting a paragraph in your own words but evidently only using the ideas and the structure of the source you are using.

    Some examples of plagiarism include the following:

- Copying answers to Math homework from a class fellow or a friend during group study
- Cutting and pasting material off web/AI sources or tools and using it in a speech or essay
- Having a tutor (human or AI) edit and/or rewrite parts of work
- Having another source (human/AI) build a model or paint something for Art Class
- Repeating the exact words in work used by the teacher in class (verbally or in writing)
- Copying AI generated content
- Pasting pictures from web/AI sources in research assignments without citing or giving reference to the original source for Art or Design

The use of tutors: While some students may have the support of external tutors to help with homework and other assignments, all work submitted by students for assessment must be the original work of the student and not that of the tutor. High dependence on the ideas or phrasing of tutors is dishonest and can be regarded as plagiarism (applies to AI tutors also). Wheareas the school allows the use of AI tools for idea generation and research, the practice of using *any* other source for image or content generation without appropriate citation may be considered malpractice.

2. ***Collusion:*** This is defined as supporting malpractice by another candidate, as in allowing one's work to be copied by another. It is important to note that collaboration is different from collusion. Ideal collaboration occurs where a group task is divided and equal contributions are made. Students may, at times, be asked to collaborate with other students, an example being a science lab where your group comes up with shared data. In this case, however, individual work that led to the sahred data would need to be explicitly expressed.

Collusion is a serious academic offence. Examples of collusion include the following:

a) Giving a friend in the same class a copy of the homework

b) Allowing your essay or assignment to be copied

c) Telling a student what material appears on a math test

d) Hiding the truth from a teacher when you know someone is cheating

3. *Duplication of work*: This is defined as the presentation of the same work for different assessment components and/or diploma requirements

(Adapted from MYP: Principles into Practice)

4. *Unfair practice*: Any other behavior which gains an unfair advantage for a candidate or which affects the assessment results of another candidate is considered unfair practice. Examples of unfair practice include:

- Taking unauthorized material into an examination room
- Misconduct during an examination
- Disruptive behavior in the examination room
- Failure to abide by the instructions of an invigilator
- Disclosure or receipt of confidential information about examinations
- Obtaining unauthorized access to examination material
- The use of a calculator or other means of arriving at an answer when this is precluded in the syllabus/component
- Impersonation of another person or forgery of their signature
- Failure to abide by the conditions of supervision designed to maintain the security of the examinations
- The inclusion of offensive or obscene material in scripts or coursework

(Adapted from the IB Handbook of Procedures, Page 2)

Consequences of Unacceptable Behavior

If a teacher feels at any time that the student has plagiarized part or all of the work, the teacher may take the following course of action:

1. The teacher can penalize the student and refuse to grade the work as a whole. <u>*In this case:*</u> A record of the malpractice will be kept on the student's record file until graduation. IB Internal Assessment work done involving malpractice will need to be re-submitted to a satisfactory standard, but no assistance will be given by teachers.

2. The teacher can discuss the matter with the subject leader. If they decide that the matter requires further investigation, they can contact the Coordinator for a detailed discussion

3. If the Coordinator concludes that plagiarism has occurred then the matter will be taken to the student's parents

4. If the student admits that he/she has plagiarised, the Coordinator will decide on an appropriate consequence

5. If the situation does not get resolved, the coordinator will meet the student in presence of his/her parents, where the student will report the entire incident

6. In case of two or more students submitting the same body of work, the coordinator will make a decision at their own discretion

7. If either teacher or parent do not agree to the decision, they may challenge it in which case the final decision will be made by the Principal

8. Any Learning Alliance International teacher writing references for colleges or universities, to which the student is applying, will note the malpractice in their reference if malpractice has been

committed more than two times.

According to the IBO publication Academic Honesty: Guidance for Schools:

● An IB certificate may be withdrawn from a candidate at any time if malpractice is subsequently established.
● If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject concerned. No IB certificate will be awarded to the candidate.

STUDENTS WITH SEN AND ACADEMIC HONESTY:

When students are taught to use a variety of strategies and resources to best suit their learning needs, students with SEN are taken into account at a varied and customised level. For instance, if a student requires more visual structure, he/she will be taught how to use note-taking graphic organizers for their research and learning. If a student processes better with oral note-taking, he/she will be able to do so with technology or will be offered the opportunity to use an Education Assistant. The Academic Honesty Policy is essentially about the process of acquiring and processing information: as our Framework identifies various structures and scaffolds the skills necessary to maintain one's academic honesty. The policy thoughtfully supports the requirements of those with special needs.

How to Prevent Academic Dishonesty?

Students with the support of classroom teachers, resource staff, and parents are:

● Made aware of what constitutes academic honesty, which is seen as a set of values and skills thatpromote personal integrity and good practice in teaching, learning and assessment.
● Made aware of what plagiarism means and how to avoid it
● Taught how to identify sources and provide references in 6th edition APA citation format
● Made to sign an academic policy agreement which is first explained to them in detail
● Continuously reminded of academic honesty, plagiarism and references throughout the five years of MYP and the two years of DP/CP.

It is recommended that students keep record of handwritten rough notes and drafts, AI/web supported research in preparing work for submission to teachers or examiners in order to be able to defend themselves from malpractice.

Responsibilities of the School Head and Coordinators

The Coordinators and School Head must ensure that:

1. All students know and understand the meaning of academic honesty
2. All students know and understand what malpractice means, which includes plagiarism, collusion, and misconduct for classwork, homework and examinations.
3. The teachers have the training to understand and know the academic policy and know the ways to detect academic dishonesty and malpractice
4. The academic policy is followed by all the teachers
5. All the students know the consequences of malpractice

Responsibilities of the Teacher

Teachers will demonstrate good practice in order to help students avoid academic dishonesty. Teachers will reinforce concepts of intellectual property and the need to credit web/AI sources of information and ideas within the written work, as well as on the Bibliography page. Teachers need to ensure that:

1. Work submitted by the students is authentic
2. Any form of plagiarism by the students is detected through the use of softwares such as Turnitin, Scribbr, Grammarly et al.
3. They follow the school policy on good academic practice
4. They act as ethical role models for students and other faculty

Responsibilities of the Student

Students need to ensure that:

1. They are responsible for the integrity and ethical value of their work, ensuring that it is clear of any form of plagiarism and/or malpractice.
2. They are aware of the guidelines of academic honesty, and the consequences of unethical practice in examinations or the submission of work.
3. They fully acknowledge the work and ideas of other sources by giving correct citation and reference.

Role of the Librarian

The school librarian, in collaboration with the Language teachers (Language & Literature and Language Acquisition) will make sure that students are:

1. Demonstrated and given guidance on how to work on research papers, as well as reading and writing skills.
2. Guided on good academic practice and taught ways of using information without committing malpractice.

Communication of Academic Honesty Policy:

● The Learning Alliance International Academic Honesty Policy is listed with the other school policies on the school website, www.lainternational.edu.pk

● An abridged version is published in the LAI Student Handbook. It is also available to the students in class, along with consistent reinforcement in the assignment task sheets.

● The Academic Honesty Policy is also a part of the Learning Alliance International Teachers' Handbook.

● In order to familiarize the School Community with the School Academic Honesty Policy, regular workshops are conducted by the respective Programme Coordinators and the PP Coordinator.

Academic Honesty Policy Review

The Learning Alliance International Academic Honesty Policy for the Primary Years Programme (PYP), Middle Years Programme (MYP), Diploma Programme (DP/CP) is formally revisited and reviewed at the commencement of each academic term

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