



Academic Honesty Policy

2023 - 2024 Academic Year

We hold every member of our community to the highest standards of ethical behavior and integrity. Our students are expected to be principled individuals by engaging in work that is authentically their own. This commitment means that students must abstain from deceitful practices such as cheating, improper collaboration, plagiarism, or any other action that would unjustly elevate their own or another's academic standing. Academic integrity is not just about avoiding dishonesty but is also about actively demonstrating respect for the original ideas of others through proper citation and acknowledgement. Students are encouraged to seek guidance from their teachers, fostering an environment where open dialogue and transparency are the foundations for learning academically sound practices. In fostering these habits, we nurture a community of learners who not only excel in their scholarly pursuits but also contribute to the world with honor and conscience.

Key Definitions and Terms Relating to Academic Misconduct

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work.

Student academic misconduct is deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Student academic misconduct can take many forms, including:

Plagiarism - defined as the intentional or unintentional representation of the ideas, words or work of another person without proper, clear and explicit acknowledgment.

Collusion - occurs when students work together in a way that goes beyond collaboration, such as when a single version of a report is presented by several students as their own individual work.

Duplication of work (Self-plagiarism) - defined as the presentation of the same work for different assignments within the same or different courses.

Malpractice - includes any other behavior that gains an unfair advantage for a student or that affects the results of another student.

School maladministration is an action by a school, or an individual associated with a school that infringes academic honesty rules and regulations, and potentially threatens the integrity of examinations and assessments.

Student Confusion Clause

When in doubt regarding the definition of any of the above terms, or if a particular behavior or action could be in violation of this Academic Honesty Policy, students should reach out to teachers or school administrators to clarify the expectations for citations, collaborations,

and other areas related to academic honesty. Students will never be disciplined, reprimanded, or punished for asking questions or for clarifications of academic honesty.

Academic Honesty Prohibits Plagiarism

Plagiarism occurs when you use another's words, ideas, assertions, data, or figures and do not acknowledge that you have done so.

If you use the words, ideas, or phrasing of another person or from published material, you must

- Use quotation marks around the words **and** cite the source, or
- Paraphrase or summarize acceptably **and** cite the source.
- If you use images, charts, graphs, data sets, or numerical information obtained from another person or from published material, you must also cite the source.

Distinction Between Collaboration and Collusion

Collaboration is a key component of SIS education because:

- peer-to-peer learning helps you understand the subject better.
- working in teams trains you for collaborative work you will do in your profession.
- crediting others for their contribution to your work promotes ethical practice.
- by working with other students on projects, labs and papers, you carry on a long tradition of contributing to the knowledge that will shape the future of our world.

Acknowledging Authorship through Citations

Different disciplines use different citation styles, as do various journals within a single discipline. While each style has its own unique structure and format, and vary in appearance and punctuation, all of them include standard details such as the name of the author, date of publication, title of source, and page numbers, as well as other information as applicable.

At the Split International School, we strongly recommend the use of the MLA citation format for all assignments in all classes at the high school level, unless otherwise indicated by the teacher. An easy to follow citation style-guide for MLA citation formatting is published by Purdue University.

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html

Students at SIS will never be accused of academic misconduct regardless of which style(s) of referencing or citation method they use, as long as effort to cite the source is made by the student.

- Students must always provide complete information about the source (author, title, name of publication, date, etc.) at the end of a paper, in the bibliography/works cited/references page.
- For direct quotations, students must show where the words or information came from, either in the body of their paper, or using footnotes or endnotes.

- During presentations, citations must be used to acknowledge, either on the slide with a footnote or in a dedicated bibliography section, the sources of all images, graphs, charts, or other information.
- When writing a computer program, comments must be used to credit the source of any code adapted from an open source site or other external sources. Generally, providing a URL is sufficient. Care should be taken to follow the terms of any licensing conditions.

Role of Educators in Supporting Students

All school staff and teachers play a key role in supporting students' understanding of the importance of academic integrity, including:

- clarifying the key definitions and terms relating to academic misconduct and the academic honesty expectations within their own classes
- supporting students through the use of proper research and citation procedures
- reinforcing collaborative learning and teaching students how to work appropriately with each other in the support of their education
- providing guidance to students who may be confused about what constitutes academic misconduct, and redirecting students to appropriate behaviors before infractions occur
- reporting all instances of academic misconduct using the proper procedures

Reporting and Monitoring Procedures for Academic Misconduct

All instances of academic misconduct must be reported by teachers to the school's educational committee, and recorded through the submission of a Level 1 Student Referral Form. The school office keeps a centralized record of previous instances of academic misconduct, which allows informed decisions to be made regarding student supports and sanctions.

Consequences for Academic Misconduct

The school's educational committee works in collaboration with teachers to process the report of academic misconduct and determine which actions are appropriate to take depending on the type of misconduct and the previous history of the student.

1st Offense

- Student meets with the teacher to discuss the academic misconduct
- A Level 1 Referral Form is placed on the student's record
- A reflection activity is provided for students as a growth opportunity
- At the teacher's discretion, the student may be allowed to redo the assignment for a reduced grade, or to complete a modified assignment or different task,

2nd Offense

- Student meets with the teacher to discuss the academic misconduct
- A Level 1 Referral Form is placed on the student's record
- The student automatically receives a failing grade for the assignment
- A parent/guardian meeting is called with the teacher and student

3rd Offense / Pattern of Misconduct

- Student meets with the teacher and school principal / program coordinator
- A Level 2 Referral is placed on the student's record, and the report of academic misconduct appears as a note on the student's academic transcript
- The student automatically receives a failing grade for the assignment
- An educational committee meeting is called to discuss additional consequences such as in-school suspension, failure of a course, or repeat of a grade / inability to graduate
- A parent/guardian meeting is called with the teacher, student, and principal

Academic Misconduct Involving External Assessments

There is a zero tolerance policy for students who engage in academic misconduct during work related to externally moderated assessments governing the award of an external diploma or certificate, including but not limited to IBDP examinations, internal assessment components, extended essays, and recording of CAS experiences. This includes both seeking to gain an unfair advantage themselves, or assisting others in their academic misconduct.

The school will immediately notify the underlying external organization of the misconduct, and follow all consequences. Such instances of misconduct will disqualify the student from receiving the externally moderated diploma / certificate, and students will not receive a passing grade for the course in question from the school. This may also endanger the students' ability to successfully complete the school year and graduate.

Academic Honesty Policy Review Process

At the Split International School, all of our policies are designed to serve the needs of our students and community, while assuring that our program is in alignment with national and international standards. As a living document, this policy is regularly updated to ensure that it continues to meet the evolving needs of our students and community.

Our school's Educational Committee reviews and suggests updates to this policy on a yearly basis, which are reviewed and approved by the principals and school board for implementation. Students, families, teachers, staff, and other members of our community are encouraged to make suggestions and give feedback regarding this policy via our semesterly community survey forms, or directly in writing (via email) to our Educational Committee via the school office email address.

References

1. Programme Standards and Practices (IBO, 2014)
2. [Academic Honesty](#) (IBO, 2019)
3. [MLA Formatting and Style Guide](#) (Purdue University, 2022)