



# Academic Honesty Policy

---

*At ISH our vision is to develop a community of caring, compassionate, honest, open-minded global citizens who enjoy learning in critical and creative ways.  
We strive to develop a positive sense of self and engage with our world on a local and global scale.*

Policy Published: September 2019  
FIRST REVIEW: SEPTEMBER 2020

## International School Haarlem Academic Honesty Policy

The International School of Haarlem is a small community that strives to create a welcoming place where all members of the community are valued. ISH students have strong beliefs about what is right and wrong and what is fair. These values are seen in the way they treat each other in and out of school.

In other words, ISH students are **principled**:

- *We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere.*
- *We take responsibility for our actions and their consequences.*  
–IB Learner Profile

ISH students are not only principled in how they treat each other, but also in the work they do.

ISH students work hard to achieve results they are proud of and are **academically honest**:

- *We are honest about the content of our work and how we completed it.*
- *Our work is our **own** work, produced using our own knowledge and skills.*
- *We do not claim others' work as our own. If we have used the work of others in support, we have referenced this properly.*

Being principled and having academic honesty are important values of each member of the ISH community. It is important that we all understand what we mean when we talk about academic honesty. Therefore, we have developed this document as a policy and contract between the school and the students and families of the ISH community.

This policy explains:

1. [How do we promote academic honesty at ISH?](#)
2. [What is academic misconduct?](#)
3. [What are the consequences of academic misconduct?](#)
4. [What is expected of each year level with regards to academic honesty?](#)
5. [Academic Honesty Contract](#)

The ISH academic honesty policy is reviewed annually by the MYP Coordinator to ensure compliance with IB requirements. Edits or additions are presented to the staff, students and MR. It is subject to two yearly review by the Senior Management Team and MR.

Comments or questions about the academic honesty policy should be directed to [Kate Lupson](#), MYP Coordinator.

## 1. How do we promote academic honesty at ISH?

Developing academic honesty is the responsibility of everyone in the school community. This table explains what each group is responsible for.

Who	What
Teachers	<ul style="list-style-type: none"> <li>• We model good academic honesty for the students by always acknowledging the work of others in our own materials that we use.</li> <li>• We work collaboratively to ensure that we all have the same expectations for our students and so that we know what our students know how to do.</li> <li>• We help students develop their self-management, research, and communication skills through class activities as well as formative and summative assessments.</li> <li>• We discuss academic honesty when setting tasks and explicitly teach referencing skills appropriate for the task. The tasks we set are developmentally appropriate, so that students are able to respond using their own voice, citing the work of others.</li> <li>• We use tools like TurnItIn to help us teach students about academic honesty.</li> </ul>
Families (Parents & Carers)	<ul style="list-style-type: none"> <li>• We read the academic honesty policy and discuss it with our learners to make sure they fully understand it.</li> <li>• We help our learners manage pressure to perform. This means we help our learners plan their homework and assignments so that they can complete it in a timely and unstressed manner.</li> <li>• We discuss peer pressure with our learner and encourage our learner to always behave in a principled manner even when that is difficult.</li> <li>• We respect the development of our learner's voice. This means that we support the students in their study but do not complete work for them.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• We value the learning process and always present our own beliefs, judgements, and knowledge in our work.</li> <li>• We show respect for the work of others by always giving them credit for their ideas when we use it in our work, using the correct citation method for our year group.</li> <li>• We use the academic honesty policy to help us be principled learners. When we are unsure of how to present our work and the work of others, we ask our teachers for advice.</li> <li>• We help and support our friends, but do not do work for them or let them copy our work. We never ask our friends to do work for us or let us copy their work.</li> <li>• When we work together we split the work fairly and always make sure to give credit to our teammates for the work they've done.</li> </ul>

## 2. What is academic misconduct?

Academic dishonesty or misconduct is an action or actions that give the student an unfair academic advantage. It means that the student's work is not an honest reflection of their own voice or capabilities. There are several different forms of academic misconduct:

**Plagiarism:** *The representation, intentionally or unwittingly of the ideas, words or work of another person without proper, clear and explicit acknowledgement -IBO 2014*

Plagiarism is when you use someone else's ideas or words without giving credit to the original source. This might mean copying text directly from a website or book without saying where it came from or that it is not your own text.

You don't always have to copy directly to plagiarise. When you paraphrase (rewrite so as not to directly copy), you are still plagiarising if you do not give credit. If you use someone else's ideas, you also need to give credit to that person. A separate guide, available on ManageBac, will explain how to give credit to others' ideas and words.

**Collusion:** *Supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another -IBO 2014*

Colluding is when you help someone else to cheat. This might mean you let a classmate copy your work during an assessment or copy your work for something to be handed in.

There is a difference between collaboration (working together) and collusion. You will often work together (for example during science labs or drama performances), but the end product must be your own words and work. When you use information or ideas from your teammates, you must give them credit and never make it seem like it was only your work.

### Cheating

There are several forms of cheating. One form is when you copy work from a classmate during an assessment. Another is when you have or use things you are not allowed to have (for example, your phone, notebook, calculator, etc) during an assessment.

Anything that allows you to have an unfair advantage is cheating.

If you are found to have engaged in academic misconduct, there will be consequences, as outlined in the next section.

### 3. What are the consequences of academic misconduct?

At ISH we approach academic honesty from a positive perspective, recognizing that most academic misconduct is unintentional and that students want to perform well and be principled. Students will make mistakes; we should give them room to learn from their mistakes. However, academic misconduct is taken very seriously.

If a student is suspected of academic misconduct:

- Subject teacher will gather evidence and inform form tutor of suspected misconduct
- Subject teacher will ask student to explain the suspected misconduct
- Subject teacher and form tutor will determine if academic misconduct has taken place

If a student is found to have engaged in academic misconduct:

- The behaviour will be logged on ManageBac, informing parents
- Work must be revised and resubmitted within one week; failure to do so will result in a grade of 0 for the assignment.
- Cheating during class tests will result in an automatic 0.

If a student repeatedly engages in academic misconduct the student and parents will meet with the form tutor and MYP Coordinator and appropriate interventions and consequences (such as grades of 0, detention) will be discussed. Serious cases will result in a meeting with the Head of School, with consequences such as suspension.

### 4. What is expected of each year level with regards to academic honesty?

At ISH we believe that students are in a process of learning to be academically honest. There are therefore different expectations for different year levels with regards to academic honesty.

#### Academic Honesty Expectations MYP 1

Using sources	<ul style="list-style-type: none"><li>• No copying and pasting</li><li>• Summarize text from a reliable source into your own words (this doesn't mean you just change a few words from the original!)</li><li>• Use image search within Google Docs and choose only Open Source images (non-copyright images)</li></ul>
Crediting sources	<ul style="list-style-type: none"><li>• A reference list or bibliography at the end of any report or presentation, using MLA style</li><li>• You may use EasyBib in Google Docs to help you write your reference list</li></ul>
General	<ul style="list-style-type: none"><li>• If you worked in a team or pair on something, you give credit to your teammates but do your <i>own</i> write-up or presentation</li><li>• No cheating (copying from others) or collusion (letting others copy from you)</li></ul>

Approaches to Learning (ATL) classes in MYP1 will include a focus on Academic Honesty. Students will be taught to:

- understand plagiarism
- identify a reliable source
- summarize text into their own words
- insert open source images in Google Docs using Google Docs image search
- create a simple reference list with EasyBib in Google Docs

### Academic Honesty Expectations MYP 2-3

Using sources	<ul style="list-style-type: none"> <li>• No copying and pasting</li> <li>• Summarize text from reliable and relevant sources into your own words (this doesn't mean you just change a few words from the original!)</li> <li>• Use image search within Google Docs and choose only open source images (non-copyright images) or, when choosing non-open source images, properly credit the images</li> <li>• Use direct quotes from your sources, with credits</li> </ul>
Crediting sources	<ul style="list-style-type: none"> <li>• Direct quotes in reports are referenced with in-text citations; direct quotes in presentations are indicated verbally</li> <li>• A reference list or bibliography at the end of any report or presentation in MLA format</li> </ul>
General	<ul style="list-style-type: none"> <li>• If you worked in a team or pair on something, you give credit to your teammates but do your <i>own</i> write-up or presentation</li> <li>• No cheating (copying from others) or collusion (letting others copy from you)</li> </ul>

Approaches to Learning (ATL) classes in MYP2-3 will include a focus on Academic Honesty. Over the course of two years, students will be taught to:

- understand plagiarism
- identify and find reliable and relevant sources
- summarize text into their own words, focusing on the organization of text into main facts and supporting facts
- distinguish between open source and copyrighted images and insert these into Google Docs with proper citation
- write an in-text citation and quote sources
- understand the difference between a direct quote and paraphrasing and how to credit both
- use TurnItIn to help understand the originality of their work and how to avoid academic dishonesty
- create a reference list with EasyBib in Google Docs

### Academic Honesty Expectations MYP 4-5

Using sources	<ul style="list-style-type: none"> <li>• No copying and pasting</li> <li>• Analyze sources for bias, reliability, and relevance</li> <li>• Synthesize a variety of sources to draw your own conclusions</li> <li>• Use direct quotes <i>and</i> paraphrasing from sources</li> <li>• Use image search within Google Docs and choose only open source images (non-copyright images) or, when choosing non-open source images, properly credit the images</li> </ul>
Crediting sources	<ul style="list-style-type: none"> <li>• Use in-text citations for direct quotes, paraphrasing, and summarizing</li> <li>• A Works Cited list at the end of any report in MLA format. Anything listed in your Works Cited must have a matching in-text citation</li> <li>• Direct quotes and paraphrasing in presentations are indicated verbally</li> </ul>
General	<ul style="list-style-type: none"> <li>• If you worked in a team or pair on something, you give credit to your teammates but do your <i>own</i> write-up or presentation</li> <li>• No cheating (copying from others) or collusion (letting others copy from you)</li> </ul>

# Academic Honesty Contract



I have read the ISH Academic Honesty Policy, which I can always reread in the files section of ManageBac if I am unsure about something.

I promise to:

- value the learning process and always present my own beliefs, judgements, and knowledge in my work.
- show respect for the work of others by always giving them credit for their ideas when I use them in my work.
- use the academic honesty policy to help me be a principled learner. When I am unsure of how to present my work and the work of others, I will ask my teachers for advice.
- help and support my classmates, but not do work for them or let them copy my work. I will never ask my friends to do work for me or let me copy their work.
- split the work fairly when working in groups and always make sure to give credit to my teammates for the work they've done.

I understand what academic honesty means for a student in MYP\_\_ with regards to using sources, citing sources, and generally being a principled learner.

I understand what the consequences are for academic misconduct.

Student name: .....

Student signature: .....

Date: .....