

INTERNATIONAL CHILDREN'S ACADEMY ACADEMIC HONESTY POLICY

ICA Mission Statement

ICA aims to develop caring and responsible global citizens striving to achieve their full potential through vigorous academic, social and spiritual programs in an inquiry based, inspiring environment that supports the growth of the whole child as a lifelong learner.

Philosophy

As stated in ICA mission statement, we develop our students to be caring and responsible global citizens. All IB students are expected to adhere to the principles of academic honesty and integrity. As knowledgeable thinkers and inquirers, we learn from other through research, while developing our independent thinking skills.

We explore the knowledge of people across multiple disciplines and backgrounds, and demonstrate our understanding of multiple points of view. We critically analyze the work of others to help us solve complex problems creatively and ethically.

As principled IB learners we understand the consequences of not treating the work of others with integrity, honesty, fairness, respect, and dignity.

This document is created to increase transparency in teaching, learning and assessment. It will be reviewed at the beginning of each academic year.

Academic honesty is a shared responsibility between students, teachers, the school, and parents.

Forms and Definitions

Academic Integrity: Commitment to the values of honesty, trust, fairness, respect, and responsibility in the academic environment.

Academic Misconduct: Behavior that may result having advantage over others.

Examples of malpractice (Academic Honesty in the Diploma Program, IB document)

CATEGORIES OF ACADEMIC MISCONDUCT

Plagiarism – The representation of the ideas or work of another person as your own.

Examples: Use of translated documents without acknowledgments, not summarizing the information, incorrect citing or not citing the information

Collusion – Supporting malpractice by another student, as in allowing your work to be copied or submitted for assessment by another student. Examples: Submitting very similar assignments, showing your paper to others during exams

Duplication of work – The presentation of the same work for different assessments. Examples: Using the same assignment in different classes or different years

Misconduct during examination- includes: talking during a test, making your work visible to other students (collusion), consulting other students' work, using non-permitted electronics, possession of unauthorized material.

Disclosing information to another student, or receiving information from another student, about the content of a test.

Guidelines

Academic Honesty in PYP

Academic honesty in ICA is formed from the learner profile and attitudes.

Student responsibilities

- Take responsibility for their own work
- Understand the difference between individual work and group assignment
- Give credit to others in the team
- Reference sources
 - Expectation for Grade K to 4
 - Printed literature: Name of the book, author, page number
 - Websites: site URL, date accessed
- Summarize your reading
- Do not copy other people's work

Academic Honesty in MYP

Student responsibilities

- Read and understand the Academic Honesty Policy. Sign and return to the school and the beginning of the year
- Cite resources appropriately and summarize your readings

Grades 5-8 are required to use MLA format using www.noodletool.com or comparable citing website. Bibliography must be included at the end of each project that involves any kind of research. In-text citation must be included where appropriate

- Understand the difference between legitimate collaboration and unacceptable collusion. For legitimate collaboration (team assignment/assessment):
- Take responsibility for your part within the team project, as determined and agreed upon at the start of the project by teacher and students.
Give credit to the contribution of the others in the group.
- Avoid collusion by not letting others copy your work, and by giving credit to people for the part they are responsible for
- Understand that the purpose of an assessment is to show what you know
- Individual work must be done independently, without help of others
- Avoid academic malpractice: plagiarism, collusion, duplication of work, misconduct during assessment, disclosing or receiving information

Parents' responsibilities

- Read and understand the Academic Honesty Policy. Sign and return to the school and the beginning of the year.
- Encourage the student to cite resources appropriately (See citation guide)
- Read and understand the Student's Responsibilities
- Understand that the purpose of an assessment is to demonstrate their knowledge and understanding of the learned material
- Understand that student's individual work must be done independently, without help of others
- Encourage the student to avoid academic malpractice: plagiarism, collusion, duplication of work, misconduct during assessment, disclosing or receiving information

School's responsibilities

- Provide a safe environment to practice academic honesty
- Provide the policy and consequences

- Uphold the policy and consequences fairly and consistently
- Keep track of the misconduct
- Communicate the policy to the teachers (PD), students and parents

Consequences for Academic Dishonesty

ICA's aim is the better educated child as an end result and individual circumstances are always weighed against the consequence when academic dishonest is an issue. Especially in PYP, students are still in the process of forming an understanding of ethic and academic honesty.

At ICA all students are expected to be successful as a result of their own efforts. We provide environment that encourages academic honesty. Students should understand that there are consequences of behaving dishonestly.

First incident _____ The teacher contacts the parents of the student to inform them about the incident. The incident form is filled and sent to the counselor. The student needs to re-do the assignment.

Second incident _____ The teacher contacts the parents of the student to inform them about the incident. The incident form is filled and sent to the counselor. PYP students' incident will be reported in their report cards. MYP student's parents are invited to the school to meet with the administration.

Third incident _____ The teacher contacts the parents of the student to inform them about the incident. The incident form is filled and sent to the counselor. In-school suspension involved the student working on the class requirement of his grade for that day.

ACADEMIC HONESTY POLICY STUDENT COPY

I understand that as a principled learner I need to follow the academic honesty policy.

Student responsibilities

- Read and understand the Academic Honesty Policy. Sign and return to the school and the beginning of the year
Cite resources appropriately and summarize your readings
Grades 5-8 are required to use MLA format using www.noodletool.com or comparable citing website. Bibliography must be included at the end of each project that involves any kind of research. In-text citation must be included where appropriate
- Within a team assignment/assessment:
Take responsibility for your part within the team project, as determined and agreed upon at the start of the project by teacher and students.
Give credit to the contribution of the others in the group.
- Understand that the purpose of an assessment is to show what you know
- Individual work must be done independently, without help of others
- Avoid academic malpractice: plagiarism, collusion, duplication of work, misconduct during assessment, disclosing or receiving information

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Third incident _____ The teacher contacts the parents of the student to inform them about the incident. The incident form is filled and sent to the counselor. In-school suspension involved the student working on the class requirement of his grade for that day.

I read and understood my responsibilities and consequences of not following the academic honest policy.

Name: _____

Signature _____