



SKILLSTORK
INTERNATIONAL SCHOOL

ACADEMIC HONESTY POLICY

2021-2022

IB Mission Statement

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

School Mission Statement

At Skill Stork International School we aim to provide holistic education which encourages our learners to become inquirers for life.

Our independent and wise learners work together, to create and sustain a world that is caring, open-minded, balanced and peace-loving by thinking globally and acting locally.

Our values

At Skill Stork International School our learners are LEADERS

L- Learners for life

E- Efficient

A- Affectionate

D- Determined

E- Efficacious

R- Resilient

S- Self assured

Philosophy:

Skill Stork International School encourages students to think critically and creatively; whilst doing so students are encouraged to shape their ideas through discussions and presentations via visual and oral presentations and numerous forms of writing. Nevertheless, we live in the “Internet era” where the world wide web is flooded with countless information and outlook. So, academic honesty helps us to support our students to navigate through these times so that they are able to express themselves orally and in writing about their learning, make their thinking visible and explicit, and segregate between facts and opinions. It plays a major role, it aids in making knowledge, understanding and thinking transparent.

It is imperative that transparency is maintained by teaching and supporting a child throughout their education. In order to completely understand the technical aspects of academic honesty such as accurately citing and referencing, students must understand how knowledge is assembled and furthermore, the role they play building the knowledge and understanding further. The technical skills play a major role but understanding the concepts and values of the knowledge behind them comes first.

This guide will support schools, teachers and parents in providing such a learning environment and in helping students of all ages be academically honest in all their studies.

Academic misconduct:

“Academic misconduct, broadly speaking, is any action which gains, attempts to gain, or assists others in gaining or attempting to gain unfair academic advantage. It includes plagiarism, collusion, contract cheating, and fabrication of data as well as the possession of unauthorized materials during an examination.”

Cheating

Fraud, deceit, or dishonesty in an academic assignment such as:

- Copying from others during an exam or on an assignment.
- Communicating answers during an exam.
- Using material and prepared notes during an exam.
- Giving permission to others to do an assignment or a portion of an assignment on your behalf.
- Taking an exam for another person or having someone take an exam for you.

Plagiarism

Intellectual material produced by another person without acknowledging its source, for example:

- Copying passages or essays from others work into your assignment/homework without acknowledgement
- Use of the views, opinions, or insights of another without acknowledgment.
- Paraphrasing of another person's written work without acknowledgement

Course Materials

- Removing or deliberately keeping from other student's library materials that are on reserve for specific courses.
- Contaminating laboratory samples or altering indicators during a practical exam.
- Distributing, selling, website posting, recordings or any information provided by a facilitator

Fabricating or Altering of Information

- Presenting data as its legitimate by fabricating it and altering the information.
- Providing false or misleading information to the school.

Stealing or Damage

- Stealing or damaging another person's intellectual property

Prevention of Academic Malpractice at Skill Stork International School

The discipline committee is annually appointed by the Head of School. The committee will execute the school discipline policy and make recommendations to the Head of School.

Responsibility of Teachers

- Teachers will have the primary responsibility in guiding and advising students to follow academic honesty at all times
- It must be ensured by the teachers that students are using accurate citation and acknowledgement.
- When a student's work is beyond their academic/intellectual level or completely free of errors, teachers need to be hawk-eyed
- In order to test the authenticity of the assignment submitted by the student, teachers must question and conduct a quiz.
- Teachers must inform the Head of department if they confirm any case of academic misconduct.

Responsibility of all students

- The academic honesty department will conduct academic honesty sessions regularly throughout the year.
- It is important that students submit assignments and homework originally done by them.
- It is the responsibility of the student to acknowledge the work or ideas of others.
- Before submission of assignments and homework, students must accurately cite their work.
- Students must conduct themselves with honesty during examinations and refrain from conducting any malpractice.
- The teacher has the right to refuse to sign the coversheet if he/she suspects malpractice. Nonetheless, the student will be given a chance to prove themselves otherwise.

Responsibility of Parents

- It is essential for the parents to attend at least one academic honesty policy session. They must read the policy and sign the school's academic honesty policy.
- Parents can supervise their wards homework and use of the internet at home.

Responsibility of Librarian

- Ethics and what constitutes a malpractice must be discussed with the students by the librarian.
- They must educate the school community on methods used for citation.
- A detailed information and support must be given by the librarian for research.
- For newly inducted teachers and students the librarian must conduct a citation workshop.

Formative Assessments

A pre-determined criteria for assessments based on research and presentation will be communicated in advance to the students and parents. Students who acknowledge and cite all their sources will be awarded with good scores

Induction of all new students till Grade 10

An orientation of new students will be conducted by the academic honesty team at a convenient time slot during the beginning of each semester.

Induction of New Staff

- All new staff members inducted in the school will be given a copy each of the School's Academic Honesty Policy.
- The Academic Honesty team will brief the new staff.
- The Librarian will conduct a workshop on how to acknowledge sources and citation.
- The Heads of departments will brief newly inducted teachers on academic honesty in their subject area. Detailed examples of subject specific malpractice will be discussed in detail during these meetings

Detection of Academic Misconduct:

Intentional or unintentional, if a student breaches or gets caught for minor or prominent academic misconduct the teacher must inform the coordinator or the academic honesty team.

Consequences for any school research-based assignment/presentation/project

- The subject teacher will report the matter to the homeroom teacher and the academic team, who will counsel the student in an appropriate manner.
- The student will submit a signed declaration letter to the school wherein they promise to follow academic honesty policy, this will be further filed in the student's personal file
- Assignments, projects and homework with highly plagiarized material will not be graded
- The student will be given one opportunity to re-submit the work with the required modification, within a specified deadline with one verbal warning.
- If the students fail to do so, their work will not be graded.

Academic Misconduct during Examinations/Assessment:

If it is detected that there is any academic misconduct during examinations/assessments, the student will be allowed to complete the examination/assessment. Furthermore, they won't be given a grade or marks by the teacher. The academic honesty team and the student parents will be informed too. If the same offense is repeated in any form it could lead to suspension or expulsion of the student. If it has been understood that examination/test material is stolen in the first instance it will be led to the suspension of the student and the consequences will be decided by the school authorities. Records of all cases of academic misconduct will be kept by the school.

It is imperative for students to recognize that they are ultimately responsible for their own work. The consequences of any breaches in academic honesty are theirs alone. At various stages of their work, students should speak to their teachers regularly about their work and drafts during the production process. During times of uncertainty, they must seek their teacher's advice in order to avoid academic misconduct.

Declaration:

I confirm that I have read, understand and agree to abide by the Skill Stork International School Academic Honesty Policy.

Name of Student: _____

Signature: _____ Date: _____

Name of Guardian: _____

Signature: _____ Date: _____

Name of Coordinator: _____

Signature: _____ Date: _____

References:

<https://sa.berkeley.edu/conduct/integrity/definition>

<https://www.plagiarism.admin.cam.ac.uk/what-academic-misconduct>

<https://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>

https://www.nesinternational.org/school_policies/nesism_academic_honesty_policy-1.pdf

https://www.aischool.net/pdfs/IBDP/Policies/Academic_Honesty_Policy.pdf