



# Academic Honesty Policy

## Academic Integrity at the Core of Eastwood College

Eastwood College is strongly committed to the promotion of high ethical standards in an environment where honesty and integrity are practiced. Academic integrity is a moral code and a basic guiding principle in pursuing all academic activity at Eastwood College, and all members of the school community are expected to act in accordance with it, maintaining an environment in which success is the fruit of one's own efforts in honest and responsible manners.

In their pursuit of academic excellence, students are expected not to violate the integrity principles and not to condone nor to assist in any academic misconduct. This policy is circulated to all students and all stakeholders through publications and presentations.

Administrators ensure abiding by a uniform interpretation and fair implementation of the policy. Teachers need to exemplify high standards of academic integrity. Simple actions can exemplify those standards: Tests are returned when promised, content details are not falsified, mistakes are acknowledged and corrected, and so on. Parents, on the other hand, are also expected to be engaged in promoting academic honesty. They need to model off campus practice of integrity in the real world and encourage their children to be honest. Eastwood College strongly condemns Academic Dishonesty as it corrupts the essentials of the learning process. The long list of various forms of misconduct includes cheating, plagiarism, fabrication, misuse of academic resources, falsification of academic records, and complicity. The most common malpractices are:

## IB Learner Profile Attributes and Academic Honesty

The IB learner profile is a set of ten attributes that the International Baccalaureate (IB) program believes students should strive to develop as they progress through their education. These attributes are designed to help students become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, risk takers, balanced, responsible, compassionate, and reflective individuals who are prepared to contribute positively to the world around them with a high degree of integrity.

At Eastwood College we place great value on personal integrity and academic honesty. The administration, faculty and staff strongly believe that integrity must be a significant component in the academic success of our students; therefore, we promote academic honesty by fostering the attributes outlined in the IB learner profile and in particular the following:

**Reflective:** By encouraging students to be reflective, we at Eastwood College, aim at helping them become more self-aware, critical thinkers who are accountable for their actions and committed to continuous improvement and academic honesty.

**Thinkers:** This learner profile trait promotes academic honesty by helping our students approach their academic work with critical thinking, reasoning, reflection, and creativity, which encourage them to avoid shortcuts like plagiarism and cheating and to make ethical choices when faced with academic challenges.

**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.

We strongly believe that by embodying the IB learner profile attributes, our students are well-prepared for success in college, career, and life, and are empowered to make a positive impact in the world.

## Academic Conduct Expectations

Academic conduct refers to the ethical and responsible behavior in academic settings. It includes the principles of honesty, integrity, and respect for intellectual property, as well as the adherence to professional standards and norms.

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In their pursuit of academic excellence, students are expected not to violate the integrity principles which includes:

**\*Crediting Sources:** Ideas, information, and images created by others are explicitly cited using a standard convention that allows the audience to easily locate the original sources.

**\*Collaboration:** When appropriate to a given task, students work together as a team, discussing and clarifying their ideas, assisting each other to understand material, and so on. They are aware of the importance of crediting each other's contributions.

**\*Original Work:** Each assignment is a new opportunity for students to move forward with their learning and to produce work at a new level.

## What is Malpractice?

In the IBO publication Academic Honesty -- Principles to Practice (IBO 2014), malpractice is defined as "behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components."

<b>Malpractices</b>	<b>Definition</b>	<b>Examples</b>	<b>Consequences</b>
<b>Plagiarism</b>	Is defined as the representation, intentionally or unwillingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment.	A student is writing a research paper for his/her history class. He/she finds a source online that provides a lot of useful information and decides to copy and paste some paragraphs from it into his/her own paper without properly citing the source. This is considered plagiarism, as the student is presenting someone else's work as their own without giving credit to the original author. The same may apply to taking advantage of AI chatbots, such as ChatGPT as a source of information.	<p><u>1<sup>st</sup> offence:</u> The student takes a zero and repeats the work. A letter is sent to the parents</p> <p><u>2<sup>nd</sup> offence:</u> The student takes a zero, repeats the work, and gets an after-school suspension. A letter is sent to the parents.</p> <p><u>3<sup>rd</sup> offence:</u> The student takes a zero with an expulsion. A letter is sent to the parents.</p>
<b>Collusion</b>	Is defined as supporting malpractice by another candidate	A group of students are assigned a set of math problems for homework. Instead of completing the problems individually, they collude and work together to solve the problems. One student solves a problem and shares the answer with the others, and they all copy the answer down as their own.	<p><u>1<sup>st</sup> offence:</u> Both/All students take a zero, and repeat the work. A letter is sent to the parents</p> <p><u>2<sup>nd</sup> offence:</u> Both/All students take a zero, repeat the work, and get an after-school suspension. A letter is sent to the parents.</p> <p><u>3<sup>rd</sup> offence:</u> Both/All students take a zero with an expulsion. A letter is sent to the parents.</p>

<b>Duplication of work</b>	Is defined as the presentation of the same work for different assessment components	A student is taking a literature class and has been assigned two separate assessments - a research paper and an oral presentation. The student decides to use the same research and written material for both assessments, essentially duplicating their work.	<p><u>1<sup>st</sup> offence:</u> The student receives an academic penalty, such as doing an extra activity or repeating the work with grade deduction. A letter is sent to the parents.</p> <p><u>2<sup>nd</sup> offence:</u> The student takes a zero, repeats the work, and gets an after-school suspension. A letter is sent to the parents.</p> <p><u>3<sup>rd</sup> offence:</u> The student takes a zero with an expulsion. A letter is sent to the parents.</p>
<b>Misconduct</b>	Is defined as taking unauthorized material into an examination room.	A student is taking a final exam in his/her biology class, and he/she decides to cheat by bringing in a hidden cheat sheet with notes and answers on it. The student tries to look at the cheat sheet during the exam but is caught by the teacher.	<p><u>1<sup>st</sup> offence:</u> The student takes a zero. A letter is sent to the parents</p> <p><u>2<sup>nd</sup> offence:</u> The student takes a zero, and gets an after-school suspension. A letter is sent to the parents.</p> <p><u>3<sup>rd</sup> offence:</u> The student takes a zero with an expulsion. A letter is sent to the parents.</p>
<b>Fabrication of data</b>	Is defined as the intentional falsification or invention of any information or citation in an academic exercise.	A student is conducting a science experiment for his/her research project and is not obtaining the desired results. In an attempt to make the experiment appear successful, the student fabricates data by creating fake results	<p><u>1<sup>st</sup> offence:</u> The student takes a zero, and repeats the work. A letter is sent to the parents.</p> <p><u>2<sup>nd</sup> offence:</u> The student takes a zero, repeats the work, and gets an after-school suspension. A letter is sent to the parents.</p>

		and including them in the research project.	<u>3<sup>rd</sup> offence</u> : The student takes a zero with an expulsion. A letter is sent to the parents.
<b>Disclosing information</b>	Is defined as receiving information from others about the content of the examination papers.	<ul style="list-style-type: none"> <li>- A student takes a test and then goes outside the classroom and shares the questions and answers with other students who have not yet taken the test.</li> <li>- A student overhears a conversation between two teachers discussing confidential information about a fellow student, such as the student's academic or behavioral history. The student decides to share this information with his/her peers, spreading the confidential information around the school.</li> </ul>	Expulsion

### **The Role of the Head of School**

*Creating a culture that values academic honesty is one of the major roles of the Head of School.*

The Role of the Head of the School is to establish a clear academic integrity policy that also outlines the penalties for violating it. The Head of School ensures that teachers receive training and guidance to educate students on what constitutes academic misconduct. Moreover, he develops effective practices to help bolster academic integrity by supporting the staff members with resources and educational material. The Head of the School shares with legal guardians and parents the purpose and importance of the academic integrity policy.

### **The Role of the IBDP Coordinator**

*Program Coordinators play a critical role in maintaining academic integrity within their programs and departments.*

At Eastwood College the IBDP coordinator must communicate the academic integrity policy to guardians, teachers, and students and ensure that all members of the academic community are aware of the policy and its relevant procedures. In addition to communicating academic integrity

such as cheating and plagiarism, the program coordinator must monitor academic work for any signs of malpractice or academic misconduct and offer solutions.

The IBDP coordinator must also provide faculty members and staff with relevant information about examination guidelines. She collaborates with subject coordinators to create rubrics, and checklists for the different tasks implemented within the classroom such as group work, oral communication activities, and writing tasks. She must also equip teachers with different strategies to avoid academic misconduct through workshops and one-on-one meetings. Finally, through continuous training and support for faculty and staff, the program coordinator can help them understand academic integrity policies and how to avoid academic misconduct.

As an IB School, the IB Diploma Program coordinator must establish an internal calendar for all due dates including the submission of assessment material, which serves as a preventive measure for academic misconduct.

### **The Role of Teachers**

*The pivotal role teachers play in maintaining academic integrity is not only limited to the comfort of their classrooms, but also goes far beyond that.*

Teachers must “practice what they preach” by modeling academic integrity in their work. Teachers model referencing, quoting, citing, and paraphrasing as a way of maintaining academic honesty and being role models of academic integrity. Teachers must always inform students of the consequences of violating academic honesty and the importance of showing integrity in assessment, research, and homework. Mainly, teachers use the language of academic integrity in their courses and interpret its meaning.

Teachers motivate students to learn by engaging them in different learning activities to improve their efficacy and ability, deepen students’ knowledge, and increase their academic confidence.

To reduce cheating on homework and even completely prevent it, teachers must fairly extend the time required for students to complete their homework, minimize the amount of homework assigned, and reduce the point value of the homework where possible. All this will reduce the pressure to finish an assignment in a hurry and rely on cheating as a solution.

Teachers must also provide students with a secure testing environment.

Teachers must update students on any AI tool as a new means of plagiarism.

### **The Role of the Students**

*Students must learn not to breach academic integrity and take an active role in encouraging other members to practice academic honesty.*

Students must read, understand, sign and cooperate with rules of Eastwood College. They are responsible for submitting their work and respect the time of the required task. They must also:

- keep assignments, tests, and details of assessments to themselves.
- seek guidance from the staff and their teachers when unsure of academic honesty and report any academic dishonesty or malpractice.
- practice paraphrasing, quoting, referencing, and citing.
- be always motivated to learn, deepen their knowledge, and become more interested in their assignments.
- be held responsible for the integrity of their actions and accept the consequences of such actions.

- attend all classes and justify any absence by a letter or report from the parent or legal guardian; moreover, any absence should not exceed 10 percent of the total number of classes.
- fill a petition and present a valid excuse so that he/she can sit for a make-up exam within 24 hours of the missed exam time.

Students are regularly reminded of and exposed to the fundamental foundations of academic integrity which include honesty, trust, fairness, respect and responsibility. When presenting research tasks, students begin to implement the correct use of references and citations to demonstrate best ethical practice.

### **The Role of the Librarian**

The librarian has a critical role to play in avoiding malpractice in libraries. The librarian is responsible for:

- supporting teachers and students in acquiring the knowledge about what constitutes academic integrity and can actively apply it in the classroom.
- maintaining an important role in the teaching of library skills to assist students in finding appropriate information.
- providing instruction on how to conduct effective research, including how to identify credible sources, how to take notes, and how to avoid copying and pasting information.
- Emphasizing the importance of creating original work and encouraging students to take pride in their own ideas and insights.
- collaborates with teachers and school administrators to ensure that students are aware of the consequences of academic dishonesty.
- Helping students access citation guides and provide assistance with formatting citations in various styles, such as MLA or APA.
- Monitoring the use of library resources to ensure that they are being used appropriately

It is noteworthy that the librarian in coordination with the IBDP coordinator, EE coordinator, and the IT teacher restricts access to certain library materials or resources that are not appropriate for certain age groups or that may be used for malpractice. This may include restricting access to certain websites, databases, or books.

### **Note:**

The academic honesty policy will be reviewed annually to ensure the document reflects current standards and practices both for IB and Eastwood College.