



# MYP Academic Honesty Policy

## 1 EXECUTIVE RESPONSIBLE

Director of Teaching and Learning

## 2 TO WHOM DOES THE POLICY & PROCEDURE APPLY?

MYP Students in Years 6 - 8

## 3 POLICY STATEMENT

Scotch College, as an International Baccalaureate school, aims to develop young men who have acquired the attributes of the Learner Profile. As an inquirer, they should acquire the skills necessary to conduct inquiry and research and show independence in learning. As a thinker, they should be able to make reasoned, ethical decisions. To be principled, they should act with integrity and honesty. They take responsibility for their own actions and the consequences that accompany them. To be open-minded they should grow from any experience. To be reflective they need to be able to understand their strengths and limitations to support their personal development. In their academic research, students involved in the Middle Years Programme should demonstrate ethical behaviour in the submission of authentic work and be respectful of other people's intellectual property.

## 4 PROCEDURE

The Academic Honesty policy will be shared with all students in the *Middle Years Programme* and education about the policy will occur over the three years of the programme. The focus of the policy is on reinforcing ethical behaviour rather than a punitive approach but the boys will be made aware of consequences of malpractice. Each boy will be aware of his responsibility in ensuring all behaviour is in line with the attributes of the Learner Profile and will commit to the high standard of principled behaviour as outlined in the policy.

## PRINCIPLES

Students must understand that passing off the work of another person as their own is not acceptable and constitutes malpractice; regardless of whether the act was intentional. An authentic piece of work must fully acknowledge the work of others.

Students are provided with detailed assistance in the skills of referencing, these resources are provided through the library website. The teachers and teacher librarians will guide the students to this resource in dedicated lessons.

## DEFINITIONS

### Malpractice

Malpractice is any behaviour that results in a student gaining an unfair advantage in an assessment task and students, parents and teachers will be advised of the consequences of malpractice. Malpractice includes:

- plagiarism: the representation of the ideas or work of another person as one's own
- collusion (1): supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another
- collusion (2): participating in malpractice by knowingly submitting work that has been written, corrected or edited by a tutor or parent (or other relative or family friend) without due acknowledgement
- any other behaviour that gains an unfair advantage for a student (for example, taking unauthorised material into an examination room, misconduct during a test).
- Students may be required to submit their work through 'Turnitin' to prove the work acknowledges the

sources used.

## **Collaboration v Collusion**

Students will be taught to understand the difference between collaboration and collusion.

Collaboration allows for open and cooperative behaviour that does not result in copying and submitting each other's work. For example the requirements for some assessment tasks may involve collaboration. Nevertheless, the final work or report must be produced independently, despite the fact that it may be based on the same or similar data as other students in the group. This means that the abstract, introduction, content and conclusion/summary of a piece of work must be written in each student's own words and cannot therefore be the same as another student's.

Collusion is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.

And/or participating in malpractice by submitting work that has been written or corrected or edited by someone other than the student in question or their subject teacher without due acknowledgement.

## **CONVENTIONS FOR CITING AND ACKNOWLEDGING ORIGINAL AUTHORSHIP**

The details of the sources of information should be recorded when the research is being conducted. The purpose of the reference is:

- To acknowledge the source of information
- To enable that source to be found again.

## **The APA (Author/Date) System**

This is the referencing system used and accepted within Scotch College.

## **MALPRACTICE IN ASSESSMENTS**

All students will be educated as to what behaviour is appropriate in assessments and what constitutes malpractice. Forms of malpractice include:

- taking unauthorized material into an assessment
- leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an assessment
- misconduct during an assessment, including any attempt to disrupt the assessment or distracting another student
- exchanging information or in any way supporting the passing on of information to another student about the content of an assessment
- failing to comply with the instructions of the supervisor responsible for the conduct of the assessment
- using an unauthorized calculator during an assessment, or using a calculator when one is not permitted for the assessment

## **ROLES AND RESPONSIBILITIES**

### **MYP Coordinator/ Deans of Teaching and Learning**

The Coordinator and the relevant Dean of Teaching and Learning or Head of School will review and update the Academic Honesty Policy annually. The policy will be stored in *Complispace*.

### **Teachers**

Teachers are expected to detect any plagiarism, collusion or duplication of work. Teachers are also expected to act as good role models and support and act on the policy on good academic practice and provide students with advice whenever necessary.

## **METHODS**

There are a number of methods for determining if plagiarism has occurred. These include:

- searching for the occurrence of specific sentences or unusual phrases contained within a suspect assignment using Internet search engines
- searching Library full text databases for text taken directly from a journal article
- searching research papers available for purchase via "paper mills"
- checking students work using plagiarism detection software, such as Turnitin. Turnitin allows students to review their work and provides teachers and students with a tool for checking the integrity of work submitted.

Any work submitted by a student may be checked for plagiarism and may be kept for future matching purposes and protection of his work against copying by others.

Scotch teachers will access the expertise of the teacher librarians who are fully aware of issues associated with plagiarism, copyright and other ethical issues. Their knowledge of resources available and their search skills can be used to validate sources cited, and they are often able to trace the origins of suspect passages. The teacher librarian's skills in locating, evaluating and using information can help students find and use authoritative and reliable information.

## **Students**

Students will be trained to understand what constitutes academic honesty, an authentic piece of work and intellectual property.

Students will:

- receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
- understand what constitutes malpractice (particularly plagiarism, collusion and misconduct)
- know the consequences of being found guilty of malpractice.

## **CONSEQUENCES OF MALPRACTICE**

If a student is believed to have engaged in malpractice the teacher or Dean of Teaching and Learning will determine whether malpractice has occurred. As part of this process the student is provided with the right of reply and parents may be notified of the occurrence and the fact that some levels for some criteria may be affected. Teachers will work with the student to support them in meeting the referencing requirements for future assessments.