



# AARHUS

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#### **Academic Honesty Policy**

This document is to be read and implemented in conjunction with the MYP and PYP Policies for Acceptable Use of the Internet, which all students and parents have signed.

At AAGE, all members of the community aspire to live and study according to the International Baccalaureate Learner Profile attributes and academic honesty is at the core of the very important attribute of 'Principled'. We are fully committed to academic honesty at AAGE and are working to ensure that all students, parents and teachers fully understand its importance and what their responsibilities are in this area. The purpose of this policy is to define academic honesty and to outline the procedures that will be followed in case of breaches of this policy.

#### **Definitions of terminology**

- **Academic honesty:** behaving and working honestly in researching and presenting schoolwork. This includes respecting the ownership of the ideas and material of other people, and behaving appropriately when sitting exams (IBO 2003 and 2009).
- **Plagiarism:** using words, ideas, or work products attributable to another identifiable person or source, without attributing the work to the source from which it was obtained, in a situation in which there is a legitimate expectation of original authorship, in order to obtain some benefit, credit, or gain. (Fishman 2010)
- **Collusion:** when the unattributed source is one or more fellow learners. There

are times when students will be encouraged to collaborate with other students to complete their work. However, the final work must be independently produced, despite the fact it may be based on the same or similar data and/or research as another student (IBO 2009:4).

- **Duplication** is defined as the presentation of the same work for different assessment components or course requirements (IBO 2003:2).
- **Intellectual property** includes patents, registered designs, trademarks, moral rights and copyright. The law protects many forms of intellectual and creative expression (IBO 2003:2).

#### Students should:

- seek inspiration from the ideas of other people and understand that it is acceptable to use the ideas of others, as long as they are acknowledged.
- understand that their teachers value their ideas and want them to present their ideas using their own language and voice.
- know that one must say 'no' to others who want to copy their work.
- be given the opportunity to understand what academic honesty is and how to uphold AAGE's academic honesty expectations.
- make sure they understand how to use in-text references and bibliographies correctly.
- make sure that they understand how to reference paraphrased material correctly.
- make sure that they understand the concept of intellectual property in all its forms, including in arts, literature and business contexts.
- never plagiarise information and observe appropriate copyright clearance, acknowledging the author or source of any information used, including written information, data, images, music and choreography.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the Head of School or MYP coordinator and has appropriate copyright clearance.

#### Teachers should:

- model good practice in academic honesty.
- provide clear guidelines for learning tasks.
- promote the benefits of properly conducted research and respect for the creative efforts of others.
- design learning tasks that require thinking skills, and are not able to be completed by simply copying or falsifying information.
- follow through with appropriate consequences when academic honesty is not respected.
- make clear what the expectations are regarding academic honesty, such as in-text references and bibliographies.

- explicitly teach citation and referencing skills in lessons.
- explicitly teach paraphrasing skills and how to reference paraphrasing correctly.
- scaffold larger tasks, with opportunities to submit drafts to help students maintain their own 'voice' in completing these tasks.

Parents should:

- ensure that they support and encourage their children but do not do the work for them.
- read and understand this policy and the school internet policy and support the school in enforcing it.

### **Citation Conventions**

At AAGE we use the MLA system of referencing sources. So after a direct quote the student should write in brackets, (*author,year;page number*) or in this format – '*author* argues that '.....' (*year;page number*). If there is more than one author, then all authors should be credited. Paraphrased material should be referenced in the same way but without the inverted commas. This system can also be used to reference sources from newspapers, magazines, lectures and online material. Online resources should be referenced with the author or website if no specific author is listed, followed by the date of access. All sources referred to should then be listed in full in the bibliography at the end of the piece of work.

### **Sanctions**

#### **PYP**

Serious or persistent breaches of this policy will be handled on a case-by-case basis and will involve a meeting with the student, parents and Head of School/PYP coordinator.

#### **MYP**

In proven cases of malpractice, the piece of work in question will not be accepted. In the case of repeated infractions, the student and parents will be called into a meeting with the Senior Management team and further disciplinary action may be necessary.

### **Review and Revision**

This policy will be reviewed by the whole teaching staff every August and revised as necessary, in line with new updates from the IB and changing circumstances in the school.

## References

- International Baccalaureate (2003). Academic honesty: guidance for schools. Geneva: International Baccalaureate Organisation. p1-21.
- International Baccalaureate (2006). Ethical Practice. Geneva: International Baccalaureate Organisation. p1 .
- International Baccalaureate. (2009). Academic Honesty. Available: [http://occ.ibo.org/ibis/documents/general/specific\\_interest/malpractice/g\\_0\\_malpr\\_sup\\_0907\\_1\\_e.pdf](http://occ.ibo.org/ibis/documents/general/specific_interest/malpractice/g_0_malpr_sup_0907_1_e.pdf). Last accessed 31st March 2015.
- Fishman, T. June 2010 “Lessons from the Law: Bringing the right kind of legalism to Plagiarism Policy”. 4<sup>th</sup> International Plagiarism Conference. Newcastle, UK. <http://archive.plagiarismadvice.org//conference/previous-plagiarism-conferences/4th-plagiarism-conference-2010>. Accessed 31<sup>st</sup> March 2015.
- International Baccalaureate Organization (IBO). 2014. *Middle Years Programme MYP: From principals to practice*. Cardiff, Wales, United Kingdom. Peterson House. [https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=m\\_0\\_mypxx\\_guu\\_1409\\_1\\_e&part=1&chapter=1](https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=m_0_mypxx_guu_1409_1_e&part=1&chapter=1) . Accessed 31st March 2015.