Academic   **Honesty**

Policy

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1. Philosophy

Indus International School Pune expects students to be honest in all of their academic work. By enrolling at the School, students agree to adhere to high standards of academic honesty and integrity and understand that failure to comply with this pledge may result in academic and disciplinary action, As members of the School community, students also have an ethical obligation to report violations of the IISP academic honesty policies they may witness.

Each student is required to subscribe to the Policies upon registration by signing the following pledge, which is contained on the Registration

"I understand that IISP expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action."

Academic Honesty is not just the students' endeavor at Indus International School rather the faculty also is committed to teaching students how to become ethical users of information and ideas. It is the school's responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. This encourages every member of the Indus family to be true to themselves. This value of self discipline is a part of one of the school Core Values . Plagiarism is regarded as a serious offense and will not be tolerated. It is expected that all departments and students adhere to and enforce this policy. Academic honesty is a state of mind and this is to be inculcated in students from primary school all the way up to high school.

2. What is Academic Honesty?

Academic honesty is:

- Respecting the intellectual property of others, including other people's ideas, words, graphs, diagrams, charts and pictures, photographs, works of music, art or literature.
- Submitting authentic pieces of work that are based on the student's individual and original ideas, with the ideas and work of others fully acknowledged. This includes the work of artists and writers whose work has inspired the student's own creativity.
- Not acting in a way that gives the student an unfair advantage over others.

- Planning time so that the student does not have to complete work at the last minute. When doing work at the last minute the student may be tempted to take shortcuts to save time. Cutting and pasting from the internet or copying someone else's work may save time but are considered to be cheating and will not help a student to learn.
- Writing assignments that include development of a student's own ideas through problem solving, comparison, precise hypothesis, analysis, etc.
- Students writing in their own voice, not just in their own words. Students making the work personal and uniquely their own.
- Paraphrasing as a legitimate way of using a source. Paraphrasing means to take another person's words and integrate them into a student's own work. Paraphrasing is preferable to quoting another's words directly as it helps the student to show their understanding of the meaning of other person's words.
- Acknowledging as honestly and accurately as possible the words and ideas of others. This applies equally whether those words and ideas are quoted directly, paraphrased, or, in the case of tables, graphs and pictures, copied directly into the student's work.
- Keeping good records of sources of words, ideas, data, diagrams, tables, graphs and pictures and other information used in assignments. This will make it easier to cite sources. Acknowledging all used sources.

3. What is Academic Dishonesty?

This can take on several forms:

3.1.1. Plagiarism – when a student passes off a piece of work done by someone else as their own piece of original work.

3.1.2. Self-plagiarism – when a student uses one piece of their work to earn credit in more than one subject or situation.

3.1.3. Fabrication – when information is falsified and passed off as being true.

3.1.4. Collusion – when a student helps another by allowing the student to use their work or to copy from their examination paper. The difference between collaboration and collusion is as mentioned herewith: Students may work together collaboratively to produce a piece of work when required. However, each student is to maintain an independent log of their contribution to the task specified. The same will be verified by the group lead or the teacher.

3.1.5. Cheating – when a student uses unfair means and copies another student's work or assessment, with or without that student's permission.

3.1.6. Sabotage – deliberately destroying or ruining a piece of work done by another student in order to prevent them from completing their work. Destroying property of the School e. g. library books will also be considered as sabotage.

Other forms of Academic Misconduct

Academic misconduct most commonly involves collusion or plagiarism and constitutes a breach of regulations. However, there are other ways in which a candidate may be in breach of regulations. For example, if he or she:

- duplicates work to meet the requirements of more than one assessment component.

- fabricates data for an assignment.

Examination based:

- takes unauthorized material into an examination room.

- disrupts an examination by an act of misconduct, such as distracting another candidate or creating a disturbance.

- exchanges, supports, or attempts to support the passing on of information that is or could be related to the examination.

- fails to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination.

- impersonates another candidate.

- steals examination papers.

- discloses or discusses the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

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4. Ethical Practice at Indus:

4.1 Students:
Students at Indus will be aware and practice Academic Honesty in all forms of original work.

4.1.2 In the PYP:

- Students will be encouraged to acknowledge the work of others whenever possible. (Depending on the age level students will cite references and sources as appropriate)

- Students will not copy others work or try to pass off someone else's work as their own

- Students will be made aware of the concept of academic honesty through discussions and work samples

- Teachers will lead by examples in citing references and quoting sources.

4.1.3 In the MYP and DP :

- Students will be encouraged to respect the intellectual property of others, including other people's ideas, words, graphs, diagrams, charts and pictures, photographs, works of music, art or literature.
- Students will be expected to submit authentic pieces of work that are based on his/her individual and original ideas, with the ideas and work of others fully acknowledged. This includes the work of artists and writers whose work has inspired the student's own creativity.
- Students will abstain from acting in a way that gives him/her an unfair advantage over others.
- Students will be taught to plan time so that they do not have to complete work at the last minute. Cutting and pasting from the internet or copying someone else's work may save time but are considered to be cheating and will not help them learn.
- Students will be given enough writing assignments that include development of a student's own ideas through problem solving, comparison, precise hypothesis, analysis, etc.

- Students will exercise academic honesty in all aspects of their work. They will acknowledge the work of others, including material taken from other sources.
- Students will be taught how to cite sources, following MLA – Modern Language Association Referencing style.

- They will not claim as their own, the work of others.

- They will not allow their work to be copied by others.

- They will not present the same work for different assessments e.g. for internal assessment and extended essay.

- No work containing any unethical practice will be presented for assessment

- They will not claim an idea or product is new and original, when it has been taken from an already existing source.

- They will not lie about the source or the origin of a piece of their work.

- They will not carry unauthorized material into the exam room or indulge in any other misconduct / unfair means during examinations.

- They will understand that patents, registered designs and trademarks of the IB are the intellectual property of the IB alone.

- Students will be taught collaboration skills as part of social skills. Students should be able to collaborate effectively but should also be able to perform tasks independently. (Refer to ATL handbook)

- Students will be given clear guidance on the meaning and practice of Academic Honesty in the MSP/DP Programme. Consequences of unethical practice will also be explained to the students at the start of the programme and is reiterated at regular intervals through the programme.

5. Handling Malpractice:

- All work that is part of the student's final internal assessment will be run through the soft ware – Turnitin, to check the levels of plagiarism.

- All extended essays and ToK presentations will be passed through Turnitin as well.

- The school believes that the teachers are the best judges of their students' capabilities and can detect unethical practice in student work and will handle it appropriately.

Plagiarism violations:

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must, determine the level of plagiarism according to the criteria below. A committee comprised of the principal, guidance counselor, library media specialist and teacher involved then has the option to meet to determine what actions, if any will be taken.

Degrees Of Plagiarism

While we do not expect our students to be academically dishonest, the following are the steps to be taken if academic dishonesty is detected:

- If a student has turned in a piece of work that is not original, they will be asked to either redo that assignment again or will be asked to do another assignment in its place.

- Work which is handed in for any form of assessment, that is not original, will stand to lose their grade for the assessment.

- If the final copy of the extended essay contains heavily plagiarized material, the IB office will be informed about it and will result in the student losing their Diploma.

- In the case a student is caught copying from another student's paper or is found with unauthorized material in the examination room, while the exam is in progress the invigilator will take the following steps:

- o Remove the evidence of unauthorized material along with the answer script and give the student a fresh answer script to begin the exam again. In this case, no extra time will be awarded to the student.

- o In the case of collusion, both students involved will be asked to start over, without the benefit of extra time.

- o The unauthorized material along with the original examination paper will be handed over to the Examination department. The invigilator must also submit a written report of the incident.

- The Program Coordinator, Examination Coordinator, the subject teacher and the Vice Principal or Principal will decide on the consequences of this action.

  This action may range from:

  - o Assessing only the second answer script. oInforming the parents and assessing the 2nd answer script.

  - o Awarding no grade for that paper as well as calling in the parents.

- The age of the student and whether this is the first instance of malpractice in as examination will be taken into consideration while deciding on the consequences.

- If malpractice occurs in the mock examination, just before the IGCSE and DP Final Examination, the student will not be awarded a grade in that paper component.

5.1 Teachers:

- Teachers will be vigilant, looking for changes in a student's writing style, the use of overly mature and error-free passages, or information of a highly technical nature that is likely to be beyond the student's scope of understanding.
- Look for familiar sentences and sections that may be taken from text books and presented as the student's own ideas.
- Teachers will avoid setting tasks that are easy to complete through plagiarism, or other forms of academic dishonesty. For example, if a task requires students to discuss the safety of mobile phones, it is important that students are challenged to differentiate between scientific evidence and interpretation of the information.
- Teachers will design tasks that are appropriately challenging, allowing students to access the highest bands in the assessment criteria.
- Teaches will provide appropriate instruction so students are equipped to complete each task without resorting to any form of malpractice. provide an opportunity for students to submit one full draft, where appropriate, prior to the final deadline. This will give the teacher an opportunity to detect instances of

malpractice and instruct students as to how to respect the requirements for academic honesty.

- Teachers will where possible, conduct all summative assessment during class time under direct teacher supervision.

- Teachers will exercise academic honesty in all aspects of their work. They will acknowledge the work of others, including material taken from other sources.

- Teachers will teach students how to cite sources, following one of the prescribed ways such as Modern Language Association (MLA).

- They will not claim as their own, the work of others. E.g. – taking a worksheet made by someone else and pass it off as their own.

- They will not allow their work to be copied by others.

- They will not claim an idea or product is new and original, when it has been taken from an already existing source.

- They will not lie about the source or the origin of a piece of their work.

- Teachers will report to the program coordinator in case of a malpractice in connection with any piece of assessed work. In case of the Diploma Programme, Extended Essay and ToK Supervisors will inform the Coordinator and also the IBO through appropriate supporting documentation that is filled out by the supervisor for each student. The same holds true for all teachers marking Internal Assessments which are then sent for external moderation to the IBO.

5.2 Parents:

- Parents will be informed about the importance of academic honesty through parent orientations at the beginning of the academic year.

- Parents are advised to counsel their children and not aid and abet any malpractice in school work as also in any other activity.

6. **How to prevent Academic Dishonesty:**

- Ensure that students are aware of the criteria for marking.

- Encourage students to attend support classes to overcome areas of weakness.

- Encourage students to use resources available in school.

- Even on the slightest suspicion speak to the student directly. Conduct a plagiarism interview that focuses on parts that you feel are not the work of the student.

- Repeatedly reminding the students during assemblies on the importance of Honesty & the consequences if not adhered to.

- Inculcate this policy of honesty from the Primary Years for every small project.

- Have a certain set of guidelines for Academic Honesty for every project.

- Students should be advised and encouraged to use the internet with discretion and wisdom.

7. **Procedures—reporting, recording and monitoring**

To ensure consistency and fairness when mistakes are made, the school shall keep central records of each situation and the consequences; while each incident may be treated on a case-by-case basis by the teachers themselves, or by a senior administrator or panel if serious enough, central records will help ensure consistency, and may also highlight general trends or problems with particular students.

MLA CITATION STYLE

MLA Citation Style

- MLA Citation Style
- Citing Sources in the Text
- Works Cited list
- Other documentation styles

MLA citation style refers to the rules and conventions established by the Modern Language Association for acknowledging sources used in a research paper. MLA citation style uses a simple two-part parenthetical documentation system for citing sources: Citations in the Text of a paper are used to point to an alphabetical Works Cited list that appears at the end of the paper. Together, these references identify and credit the sources used in the paper and allow others to access and retrieve this material.

Note: A parenthetical reference to a familiar historical document -- i.e., the United States Constitution -- no longer requires a corresponding entry in the Works Cited list.

Citing sources in the text

In MLA style, references to sources are placed in the text of the paper to briefly identify sources for readers and enable them to locate the source of the cited information in the Works Cited list. These parenthetical references should be kept as brief and as clear as possible.

- Give only the information needed to identify a source. Usually the author's last name and a page reference are all that is needed.

- Place the parenthetical reference as close as possible to the material being documented and where a pause would naturally occur, preferably at the end of a sentence.

- Parenthetical material should complement, not repeat, information given in the text. If you include an author's name in a sentence, you do not need to repeat it in your parenthetical statement.
- The parenthetical reference should precede the punctuation mark that concludes the sentence, clause, or phrase that contains the cited material.

- Electronic and online sources are cited just like print resources in references cited in the text. If an online source lacks numbering, omit numbers from the parenthetical references. If a source includes fixed page numbers or section numbering, such as numbering of paragraphs (pars.), cite the relevant numbers.

Works Cited list

<u>Examples</u>

References cited in the text of a research paper
must appear at the end of the paper in a
Works Cited list or bibliography. This list provides the
information necessary to identify and retrieve each
source that specifically supports your
research.

- Arrange entries in alphabetical order by   authors' last names (surnames), or by
  title for sources without authors.

- Capitalize the first word and all other   principal words of the titles and
  subtitles of cited works listed. (Do not capitalize articles, prepositions,
  coordinating conjunctions, or the "to" in infinitives.)

- Shorten the publisher's name; for example, omit articles, business
  abbreviations (Co., Inc.), and descriptive words (Press, Publisher).

- When multiple publishers are listed,   include all of them, placing a
  semicolon between each.

- When more than one city is listed *for*   *the same publisher*, use only the first
  city.

- Use the conjunction "and," not an   ampersand [&], when listing multiple
  authors of a single work.

- **Pagination:** Do not use the   abbreviations **p.** or **pp.** to designate page
  numbers.

- **Indentation:** Align the first line of the   entry flush with the left margin, and

   indent all subsequent lines (5 to 7 spaces)
   to form a "hanging indent."

- **Italics:** Choose a font in which the italic   style contrasts clearly with the
  regular style.

Examples:

- Books
- Entries in encyclopedias or dictionaries
- Articles in journals, magazines and newspapers
- Government documents
- Videos and sound recordings
- CD-ROMs

Citing Materials from Online Sources Online

Sources:

Citations for online sources, like those for print sources, should provide information that both identifies a source and allows that source to be located and retrieved again. All citations should include the medium of publication (Web) and the date the content was accessed. If the source is difficult to locate or your instructor requires a URL, list the complete address within angle brackets after the date. In many cases, it is also necessary to identify the Web site or database that has made the material available online.

Because there are currently few standards that govern the organization and presentation of online publications, the information that is available to fulfill these objectives can vary widely from resource to resource. In general, references to online works require more information than references to print sources.

See sections 5.6.1-4 in the **MLA Handbook** for more complete information on creating citations for online sources.

Books:

References to an entire book should include the following elements:

- author(s) or editor(s)

- the complete title

- edition, if indicated

- place of publication

- the shortened name of the publisher

- date of publication

- medium of publication