



**KINGSTON**  
— COLLEGE —

IB-Primary Years Programme (PYP)  
(Candidate School)

# Academic Honesty Policy

## **Kingston College Mission Statement:**

“Kingston College aims to develop inquiring, knowledgeable, risk taking, and compassionate students, who serve their community, society and the world with determination, passion, honesty and sensitivity by becoming lifelong learners, open minded individuals and enlightened global citizens.”

## **Philosophy**

The school views academic honesty as an important value in learning and develops a culture of honesty within the school community. Academic honesty promotes personal integrity and encourages all members of the school community to conduct academic work in a principled manner without cheating, lying, stealing, or receiving assistance from another person or using any source of information without appropriate acknowledgement. The school is committed to promote the attitudes of an IB learner from a young age, and this includes the promotion of academic honesty. The school’s academic honesty practices are intended to promote a positive attitude towards learning by encouraging students to build the skills required for an honest approach to academic work from a young age.

## **The Learner Profile and Academic Honesty**

Academic Honesty is a core value of the Kingston College community as it is central to engaging in independent, creative thought and self-expression. Academic honesty is also a key component of Approaches to Learning and the IB Learner Profile. The School endeavors to create a culture of honesty and integrity in our community, both academically and in how we develop as individuals.

### ***We strive to be:***

- **Principled** – to act with integrity and honesty and take responsibility for our own actions
- **Inquirers** – to acquire the skills necessary to conduct inquiry and research and show independence in learning
- **Open-minded** – to seek and evaluate a range of points of view
- **Thinkers** – to exercise initiative in applying thinking skills critically and creatively
- **Communicators** – to understand and express ideas confidently and creatively

## Academic dishonesty and malpractice - Definitions

According to the Principles into Practice guide 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 component.” Malpractice includes:

1. **Plagiarism:** is defined as the representation of ideas or work of another person as the candidate's own. Plagiarism is a serious academic offence that carries severe penalties which could also include not gaining an IB Certification. Even material that has been paraphrased in the student's own words is considered plagiarized material unless proper credit or reference is given. There are three types of plagiarism that the students should be aware of:
  - a) Direct copying of significant amounts of material without paraphrasing or giving proper citations and reference. This includes cutting and pasting from web source and copying directly from a book.
  - b) Use of large sections of material (sentences or even phrases) of uncited, copied wording combined with your own words.
  - c) High dependence on sources' phrasing in a manner that is not allowed by the task given, such as rewriting a paragraph in your own words but evidently only using the ideas and the structure of the source you are using.

Some examples of plagiarism include the following:

- a) Copying answers to Math homework from a class fellow or a friend during group study
- b) Cutting and pasting material off the web sources and using it in a speech or essay
- c) Having a tutor edit and/or rewrite parts of your work
- d) Having an outside source build a model or paint something for Art Class
- e) Repeating the exact words in work used by your teacher given in class (verbally or in writing)
- f) Copying dance sequences from music video in PE or PA class
- g) Pasting pictures in your research assignments without citing or giving reference to the original source for Art

**The use of tutors:** While some students may have the support of external tutors to help with homework and other assignments, ALL work submitted by students for assessment MUST be the original work of the student and not that of the tutor. High dependence on the ideas or phrasing of tutors is dishonest and will be regarded as plagiarism.

2. **Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.

It is important to note that collaboration is different from collusion. Ideal collaboration occurs where a group task is divided and equal contributions are made. You will, at times, be asked to collaborate with other students; a science lab where your group comes up with shared data would be a good example. In this case, however, these shared data should lead to the production of an individual and unique piece of work. Collusion is also a serious academic offence. Examples of collusion include the following:

- a) Giving a friend in the same class a copy of the homework
- b) Allowing your essay or assignment to be copied
- c) Telling a student what material appears on a math test
- d) Hiding the truth from a teacher when you know someone is cheating

3. **Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements

**(Adapted from PYP: Principles into practice)**

4. **Unfair practice:** Any other behavior which gains an unfair advantage for a candidate or which affects the assessment results of another candidate (for example, taking unauthorized material into an assessment, misconduct during an assessment, disclosure or receipt of confidential information about assessments, obtaining unauthorized access to assessment material, the use of a calculator or other means of arriving at an answer when this is precluded in the syllabus/component, disruptive behavior in the assessment room, failure to abide by the instructions of an invigilator, impersonation of another person or forgery of their signature, failure to abide by the conditions of supervision designed to maintain the security of the assessments, the inclusion of offensive or obscene material in scripts or coursework) also constitutes malpractice.

**(Adapted from the IB Handbook of Procedures, Page 2)**

### **Consequences of Unacceptable Behavior**

If a teacher feels at any time that the student has plagiarized some part or all of the work, and then the teacher can do the following:

1. The teacher can penalize the student and give a mark of zero for the work as a whole.  
*In this case:* A record of the malpractice will be kept on the student's record file until graduation. Formative or summative Assessment work done involving malpractice will need to be resubmitted to a satisfactory standard, but no assistance will be given by teachers.
2. The teacher can discuss the matter with the subject leader. If they decide that the matter requires further investigation then they can take it up to the coordinator for a detailed discussion
3. If the coordinator concludes that plagiarism has occurred then the matter will be taken to the student's parents
4. If the student admits that he/she has done plagiarism, the coordinator will decide on an appropriate consequence
5. If the situation does not get resolved the coordinator will meet the student in presence of his/her parents, where the student will report the entire incident
6. After seeing both the cases, the coordinator will make a decision at their own discretion
7. If either teacher or parent do not agree to the decision, they may challenge it in which case the final decision will be made by the Principal
8. Any Kingston College teacher writing references for colleges or universities, to which the student is applying, will note the malpractice in their reference if malpractice has been committed more than two times.

According to the IBO publication Academic Honesty: guidance for schools:

1. An IB certificate may be withdrawn from a candidate at any time if malpractice is subsequently established.
2. If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject concerned. No IB certificate will be awarded to the candidate.

### **STUDENTS WITH SEN AND ACADEMIC HONESTY:**

When we teach students to use a variety of strategies and resources to best suit their learning needs, students with SEN are taken into account at a different level. For instance, if a student requires more visual structure, he/she will be taught how to use note-taking graphic organizers for their research and learning. If a student processes better with oral note-taking, he/she will be able to do so with technology or will be offered the opportunity to use an Education Assistant. The Academic Honesty Policy is essentially about the process of acquiring and processing information: as our Framework identifies various structures and scaffolds the skills necessary to

maintain one's academic honesty. The policy thoughtfully supports the requirements of those with special needs.

### **How to Prevent Academic Dishonesty?**

Students with the support of classroom teachers, resource staff, and parents are:

- Made aware of what academic honesty is which is seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.
- Made aware of what plagiarism is and how to avoid it
- Made aware of what Academic Honesty is
- Are taught how to identify sources and provide references (in APA 6<sup>th</sup> edition)
- Made to sign an academic policy agreement which is first explained to them in detail
- Are continuously reminded of academic honesty, plagiarism and references throughout the 5 years of PYP

It is recommended that students keep all rough notes and drafts that they produce in preparing work for submission to teachers or examiners in order to be able to defend themselves from malpractice.

### **Responsibilities of the School Head and Coordinators**

The Coordinators and School Head must ensure that:

1. All students know and understand what academic honesty is
2. All students know and understand what malpractice is which includes most importantly plagiarism collusion and misconduct during examinations
3. The teachers have the training to understand and know the academic policy and know the ways to detect it
4. The academic policy is followed by all the teachers
5. All the students know the consequences of malpractice

### **Responsibilities of the Teacher**

Teachers will assist students by demonstrating good practice in order to help students avoid academic dishonesty. Teachers will reinforce concepts of intellectual property and the need to credit outside sources of information and ideas within the written work, as well as on the Bibliography page. Teachers need to ensure that:

1. Work submitted by the students is authentic
2. They need to detect any form of plagiarism done by the students
3. They follow the schools policy on good academic practice

4. They act as role models for students and other faculty members

### **Responsibilities of the Student**

Students need to know:

1. They are responsible for their work hence they need to make sure it is clean and clear of any form of malpractice.
2. That they have to follow the AcademicHonestyPolicy therefore they need to ensure that they are aware of all the guidelines of academic honesty.
3. That they should fully acknowledge the work and ideas of others by giving references.

### **Role of the Librarian**

The school librarian in collaboration with the Language teachers will make sure that students are:

1. Demonstrated and given guidance on how to work on research papers and also on reading and writing skills.
2. Guide on good academic practice and taught ways of using information without committing malpractice.

### **Communication of Academic Honesty Policy:**

- The Kingston College Academic Honesty Policy will be listed with the other school policies on our public website, once it's approved by IB.
- An abridged version will be published in our student handbook. However it is available to the students in class, along with consistent reinforcement in the assignment task sheets sent home.
- School's policy regarding Academic Honesty is shared with the Teachers.
- In order to familiarize the School Community/Parents, with the School Academic Honesty policy, regular workshops are conducted by the PYP Coordinator and the Research Coordinator/ Librarian.

### **References**

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