

Academic Honesty at the BSM

Rationale

At The Bilingual School of Monza we encourage all students to work towards achieving their personal best in their academic pursuits. We wish to foster socially responsible behaviour where learning is co-operative whilst recognizing the intellectual rights of others. We encourage our students to be principled and to act with integrity to produce work for assessment which is genuinely their own. The act of plagiarism is academic dishonesty and this undermines a trusting educational environment. A student who plagiarises is being dishonest with their teacher, their peers and themselves. The Bilingual School of Monza endorses the view that plagiarism is NOT acceptable behaviour.

Definition of Academic Honesty

Displaying academic honesty means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e., intellectual property)

You are acting with academic honesty when you demonstrate these values, and in particular:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own
- Represent your own work honestly and accurately
- Collaborate with other students only as specifically directed and authorized.
- Report breeches of academic integrity to a teacher

Definition of Malpractice

IBO academic honesty documents discuss malpractice. "The Regulations define malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component." (Diploma Programme Academic Honesty 2011)

Malpractice may include:

Plagiarism

The IBO defines plagiarism as "the representation of the ideas or work of another person as the candidate's own" (ibid) Generally, plagiarism is the presenting of words, phrases, ideas and or images of others without acknowledging where they are from in the hope that others may think they are ours. The definition applies to written or spoken words or ideas taken from any other person including classmates, tutors, parents, books, intranet and intranet sites, guest speakers or any other source not mentioned.

Collusion

Collusion is defined by the IBO as “supporting malpractice by another student, as in allowing one’s work to be copied or submitted for assessment by another.” (ibid)

Sometimes it is difficult to know whether you are colluding or not during group work. One way to avoid collusion is to make sure that each member of the group takes their own personal notes of what is happening during the group work sessions.

Distinction between collusion and collaboration

The Oxford dictionary defines collaboration as “The action of working with someone to produce something” This implies that students share work equally and all participants’ names are listed. The New South Wales government programme *All my own work* states that: “In its simplest form, collusion occurs when two or more people work secretly for the purpose of deliberately misleading others. Collusion is a form of plagiarism that can occur as a result of inappropriate collaboration during group work. It involves working with someone with the deliberate intention to mislead. This could involve working with someone else to produce work which is then presented as your own.” (HSC: All my own work. New South Wales Board of Studies.)

Duplication of work

The IBO definition of duplication of work is “the presentation of the same work for different assessment components and/or diploma requirements” (ibid)

Fabrication

This is the invention of data, information or any text that is being used as a basis for an individual’s work.

Any other behaviour

Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room or misconduct during an examination).

Responsibility of Teachers

It is the responsibility of each teacher to teach the research skills needed to ensure the students have the tools to produce original work. We cannot assume our students have these skills unless we model them, demonstrate them and practice them in class. Teachers should always acknowledge the sources of information used in class through correct citation. When designing research assignments, teachers need to ensure that;

- students have been taught how to take notes from the information source
- students are guided by the teacher through this learning process
- the task is manageable and realistic within the timeframe allowed
- the teacher has explained the task clearly
- the task has been broken down (by the teacher) into manageable pieces
- if the task requires collaboration, that it is clear to the students what work is collaborative and what is individual
- as part of the final assessment, students are assessed on their ability to produce original work

Responsibility of Students

It is the responsibility of students to ensure they submit work which is genuinely their own. Where outside sources are used, they are to be correctly cited through in-text citations and a bibliography.

Students are plagiarizing when they do any of the following, **even if unintentionally**:

- 1) Copy word for word from any outside source without proper acknowledgement. It may be entire sections and paragraphs copied or even just a few words or phrases.
- 2) Paraphrase ideas from any outside source without proper acknowledgement
- 3) Submit in whole or in part a piece of writing written by another student (with or without their knowledge)
- 4) Piece together different sections of the work from others into a new whole ie “cutting and pasting” – especially from the internet
- 5) Fail to indicate through the use of quotation marks where you copied words written by someone else
- 6) Fail to name a person whose exact words you have used (quoted) in an oral report
- 7) Fail to provide a bibliography
- 8) Fail to provide in-text citations where required
- 9) Submit in whole or in part an assignment written at a previous time
- 10) Allow your own work to be copied by another student
- 11) Buy or obtain a paper from an Internet research service and hand it in as your own
- 12) Knowingly assist another student in a breach of rules

If students are aware of other student’s plagiarizing, they MUST report their concerns to a member of staff.

Middle Years

Jude Carroll's paper, *Academic honesty in the IB* states that:

MYP teachers reinforce academic honesty by:

- stressing the scholarly role of the approaches to learning skills of information literacy, problem-solving and self-management
- offering task-specific clarification of assessment requirements (*Program standards and practices*, p. 18) including using the work of others
- making sure that assessment tasks, especially but not only in the personal project, require inquiry and creativity.

MYP students encourage academic honesty by:

- tracking use of resources and others' work and by applying their developing approaches to learning skills
- using appropriate ways to signal use of sources: acknowledgment is likely to be informal and general, for example, "I agree with what it says in [names book] about ...". Use of bibliographies, quotation marks and reflective commentaries on others' work are likely to develop in complexity during the course of the program.

Procedures

Where a teacher believes plagiarism has occurred, they will;

- Discuss the piece of work with their co-teacher/s
- Discuss the piece with colleagues who know the student

If a teacher reasonably believes that a student has plagiarized another person's work or have assisted another student to do so, then the following procedure will be followed;

- The class teacher will discuss the issue with the student and reinforce with the student ways in which they can avoid plagiarising in the future.
- Where there are repeat occurrences, the Lead Teacher should be notified.
- The teacher involved will discuss the plagiarism with the student and again show them how to correctly reference their work.

IT IS WORTH NOTING - the penalties for plagiarism at University level are severe, and may include exclusion from a subject or course (even if the fees have been paid) or expulsion for the University altogether.