



CANARY THE SCHOOL

ACADEMIC INTEGRITY POLICY

Mission Statement of the School

To prepare committed, responsible young citizens by instilling advanced skills through inquiry and rigorous assessments who are culturally rooted with a global perspective, are in harmony with self, community and nature; have the courage to take risks with integrity and academic honesty, apply what they have learned for a purpose and make appropriate decisions and choices bringing in positive change in themselves and the community.

Vision of the School

To create a happy school community that supports intellectual evolution and collaborative learning for students, where every child imbibes 'how to learn' rather than 'what to learn'.

At Canary TheSchool we strive to train the whole school community to be honest and principled in all what they do, be it games/ sports/ co-curricular activities, or most important the academics. Whole school community is expected to respect and follow the school's **academic honesty policy**.

What is the purpose of an Academic Honesty Policy?

This document is designed to firstly define Academic Honesty and then to clearly explain the roles and responsibilities of all stakeholders when it comes to maintaining the highest ethics when it comes to Academic Honesty. Academic honesty is part of being

“principled”, a learner profile attribute where learners strive to “act with integrity and honesty” as we question, inquire and act.

At Canary The School, Under academic honesty, we consider:

Malpractice is defined as: Any behaviour that results in, or may result in, a student or group of students gaining unfair advantages in academic work. Malpractice includes but is not limited to plagiarism, collusion, duplication of work, cheating, and falsifying data/work. Plagiarism

Plagiarism

Plagiarism is defined as: The practice of taking someone else's work or ideas and passing them off as one's own. Examples may include:

- Submitting as one's own work an examination, paper, homework assignment, or other project (laboratory report, artistic work, computer program, etc.) that was created entirely or partially by someone else.
- Failure to use quotation marks to signal that one is using another person's precise words.
- Failure to identify (cite) the source of quotations and paraphrases.

Of course one must cite the source of quotations; one must also cite the source of ideas and information that are not common knowledge even when paraphrased (presented in one's own words). Sources include unpublished as well as published items—for example, books, articles, material on the internet, television programs, instructors' lectures, and people, including other students, friends, and relatives

Collusion

Collusion is defined as supporting the malpractice by another student or assisting another student's academic dishonesty.

Examples may include:

- Writing a paper or other project for another student.
- Allowing another student to copy from one's assessment, paper, homework assignment, or other project.
- Assisting another student on a take-home assessment, paper, homework assignment, or other project if one knows or suspects such assistance is not authorized by the instructor.
- Sharing information regarding assessment contents and questions with other students.

Cheating

Cheating is defined as: The use or attempted use of unauthorized assistance during an assessment, on a writing assignment, homework assignment, or other project. Examples may include:

- Copying answers from another student's assessment, paper and homework assignment, with or without that person's consent.
- Providing work to be copied (collusion).
- Communicating in any way with another student or a third party during an assessment without the permission of the instructor.
- Using unauthorized materials or devices (including notes, textbooks, universal translator, cell phone, calculator, or any other electronic device) during an assignment or assessment without the permission of the instructor.
- Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor.

Fabrication

Fabrication is defined as: The creation of false data or citations.

Examples may include:

- Fabrication of data: Inventing or falsifying the data of a laboratory experiment, field project, or other project.
 - Alteration of an assignment: Altering a graded examination, paper, homework assignment, or other project and re-submitting it to the instructor in order to claim an error in grading.

Duplication of work

Duplication is defined as: Using the same work for more than one course without clear permission from the instructor. Students are expected to produce original work for each course of study.

Roles and Responsibilities for all stakeholders

Students

Students are expected to:

1. Read, ensure understanding by asking appropriate questions and then sign and return this policy to their homeroom teacher.
2. Make sure that their submitted work has been written individually and any work or ideas of others has been acknowledged.
3. Approach counselors if they feel that a particular assignment may not be completed due to personal circumstances.
4. Understand the expected level of acknowledgment for their level of the school.

5. Act if they see anyone cheating, copying or committing any form of academic malpractice they should report it to their teacher.

Parents

1. Read, ensure understanding by asking appropriate questions and then sign this policy.

2. Discuss this policy with their child and remind them of the policy should they see any work being produced which may be considered malpractice.

3. Celebrate success and congratulate them when you see your child demonstrating academic honesty.

Teachers

1. Start every academic year by reading/reviewing the Academic Honesty Policy.

2. Check that work submitted by students is authentic work produced by the student in question. 3. Read, implement and ensure understanding of this policy.

4. Model academic honesty at all times.

5. Remind students of policy and expectations prior to accepting submissions.

6. Observe and monitor test or exams to ensure they are taken under the correct conditions.

7. Report when academic malpractice occurs and record it in writing.

Coordinators

1. Make sure that parents are aware and have a good grasp of what academic honesty is.

2. Facilitate Committee meeting for both the writing and review stages of the policy
3. Ensure the teachers are given Professional Development and support to help them maintain academic honesty across the school.

Coordinators and Senior Leadership Team should ensure that academic honesty and dishonesty is explained to staff, students and parents at relevant times.

How is academic honesty policy implemented at Canary The School:

- **Students' responsibility for their own work**
- **Clear guidelines for individual and group work is given**
- **Age-appropriate expectations and practice regarding references, citations, quotations and paraphrasing**
- **Agreements related to the responsible use of information technology and media resources**
- **Schools ensures that cultural and language differences do not affect understandings of students**
- **Enforce and encourage the students and teachers to maintain and document the sources from where the information is taken by listing down the bibliography.**
- **Encourage the school community to identify the difference between collaboration and collusion.**
- **All school community to present original work.**
- **All the time acknowledge the content and ideas taken from different sources.**
- **All staff emphasizes on ethical uses of information as students engage in the inquiry process to construct new learning based on what they know and learn from other sources.**
- **Classroom teachers will explain what academic honesty means in specific terms**

- **The school employs the use of the approaches to learning (self-management skills, social skills, communication skills, thinking skills and research skills) across the curriculum to further develop the tools necessary to maintain academic honesty.**
- **The school ensures that there is cross-cultural understandings of academic honesty is encouraged**
- **Classroom teachers ensures that there is equal group participation during the group activities**
- **To further develop skills related to academic honesty, the school's library/media specialist chooses the key concept of responsibility as a central theme.**
- **The library/media specialist leads discussions across grade levels about how authors create work, and the importance of respecting intellectual property.**

Bibliography:

IB publications directions for Academic Honesty
Academic honesty in the IB educational context
Programme Standards and Practices, (January 2014)