

## **Vilnius International School**

### **Academic Honesty Policy**

Demonstrating academic honesty means that all of the work you have submitted is original, in other words, it was created by you and reflects your individual ideas and effort. When you turn in work or parts of work that are not your own it means that you are not upholding this commitment. Furthermore, it shows that you cannot or have not met the curriculum expectations.

When we submit work that is not our own, we are plagiarising. Plagiarism is unfair to other students and yourself because it denies you an opportunity learn. It is also a violation of trust between you and the teacher. Plagiarism includes copying from a classmate or friend or copying directly from written sources without paraphrasing or citing the source of the information. The most common type of plagiarism involves cutting and pasting text from electronic sources.

To avoid this, your teachers will help you plan your work. If you find that you require assistance in order to complete the assignment properly, see your teacher in advance of the due date. Your teacher can help you to establish a reasonable timeline to complete an assignment and or strategies to do your research and write your final submission. Remember when you do research, that you must cite all sources.

*Specific guidelines for writing research reports and for referencing work will be presented to the students and posted on ManageBac for MYP students, and posted in the classroom for PYP students.*

### **Plagiarism**

In a case where a teacher suspects plagiarism, the teacher will determine the scope of the plagiarism that has taken place. For intentional and/or excessive cases where you have submitted work that is clearly not your own, the teacher will speak to you and may refer the matter to the administration. For the first offense a meeting may be organized by your teacher. All or some of the following parties may attend: you, your parents, the teacher, the department head, and an administrator.

In the event of a subsequent pattern of offense, an in-school suspension of one day will be assigned, during which you may have to complete, under supervision, an assignment based on the overall expectations addressed in the original assignment. You may have to complete an additional paper on the subject of academic ethics and honesty.

### **Unauthorized sharing of work**

Providing work to another student for the purposes of academic dishonesty is a serious offense. If you allow another student to use your work and present it as his or her own, you will be referred to administration and serve academic detention where a paper on

academic ethics may be assigned. If you use another student's work and present it as your own, you may be required to: 1) demonstrate the expectations covered by the assignment in another way, to be determined by the teacher, 2) rewrite the assignment in the event of a first offense, or 3) serve an in-school suspension where a paper on academic ethics may be written.

Some assignments involve working collaboratively in pairs or groups. If the teacher has made use of a collaborative learning strategy by asking you to work in a pair or group, you are not in violation of the school academic honesty policy.

## **IB MYP Academic Honesty Guidelines For Teachers**

**Statement:** Academic honesty is based on the assumption that the work you submit to a teacher is your own. Therefore:

**Homework** and **tests** should reflect your own knowledge and efforts!

**Plagiarism** occurs when you attempt to pass off the ideas of someone else as your own, which is unfair. This includes copying from a classmate or friend as well as electronic copying and photocopying, and work done by a tutor or parent / relative or a friend.

Students who use **outside resources** must **acknowledge** the sources in a standard way.

**There has to be a clear distinction, in any document, or other work produced, between what YOU have created, and what is the work of someone else (which must be identified). Otherwise, the essential trust between you and your teacher will be threatened.**

Most students know that deliberate cheating is wrong in any circumstance, but the act of receiving advice / guidance, getting help / assistance, using quotes, downloading pages, or adapting material while working on major papers or projects is not a simple one, and for this reason you need to follow our guidelines.

Teachers are responsible for monitoring academic honesty and informing the MYP coordinator, parents, and homeroom teacher in the case of any inappropriate behaviour.

**There is a need for careful regulation in these areas in particular:**

## **1. Research Skills**

You are being taught appropriate ways of carrying out research and acknowledging the sources you have used. Use the document "WRITING RESEARCH REPORTS AND PAPERS" for guidance for how to approach this in the MYP.

You are being taught to use the Internet to find reliable websites and how to make the most effective use of library resources. Technology and single subject teachers deal with this as it arises.

There will be a coordinated set of guidelines between subject teachers regarding doing research for reports, laying out the reports and writing reports and papers with appropriate references. Once again students in the MYP are directed to "WRITING RESEARCH REPORTS AND PAPERS"

As a part of Approaches to Learning, guidelines for research will be discussed with MYP students at the start of each research-based piece of work.

In the Personal Project, there are also clear guidelines about documenting sources and about the potential negative impact of anyone indulging in plagiarism.

## **2. Teacher Responsibilities**

Teachers at every grade level will assist in showing how ethical research skills and correct referencing are relevant to the tasks being attempted. The "GUIDELINES: HOW DO I REFERENCE MY WORK?" must be reinforced.

Responsible use of IT and Library resources will be taught.

Teachers will organize their assignments and tests so that students are aware of what is not allowed and will try to design activities so that it is difficult (as well as unethical, of course) to cheat.

Teachers should stress the need for a balance of sources, not just using the Internet.

Here is a suggested list of resources to use in addition to the Internet. (The aim of this point in the guidelines is to discourage 100% dependency on the Internet. It is to be regarded as one of a range of research opportunities, to be used, with integrity, as appropriate to each activity in each subject.):

(Internet), photos, encyclopedias, books from teacher, books found by students (home / libraries), videos, DVDs, CDs, software, educational games, interviews, newspapers, periodicals, radio, original or reproduced art or music, surveys, experiments, observation, collected items, notes from lessons, guest speakers, etc.

Teachers will insist that students use a format BASED ON OUR GUIDELINES for all papers and reports that they write and / or present.

### **3. Consequences**

The follow-up to plagiarism or cheating during a test will be that the assignment will be given a level of 0 or 1 for each criterion being assessed by the piece of work where the malpractice has been identified. (See the note below.) Parents will also be informed. (NOTE: In PYP, the consequences would be in the form of discussion with the student and parents, if necessary, to foster an understanding of right and wrong.)

Minor irregularities, for example, missing references to some quotes or illustrations, will result in a reduction in the level awarded for the relevant criterion.

**NOTE: In MYP, generally, the first time that a student's academic behaviour is inappropriate, it MAY be possible, if time permits, for him or her to submit a new piece of work. If there is a recurrence, penalties will be severe. Plagiarism in the MYP can lead to loss of the school's end-of-year completion certificate.**

#### **Acknowledgements:**

This document summarises our guidelines in a manner that is consistent with IB practice, as published on the OCC, and is consistent with policies in IB World Schools.

The OCC and many individual school websites were consulted during the drawing up of these guidelines which are a collated edition of our existing practices.

#### **Bibliography:**

IB: "Academic Honesty" published 2006, available on the OCC

IB: "MYP: From Principles into Practice" (pp 101/2) published 2008, available on the OCC.

IB: "Personal Project – teacher support material" published 2005, available on the OCC.

NGG International Department MYP GUIDELINES: Writing research papers and reports

NGG International Department MYP GUIDELINES: How do I reference my work?