



# Jewels International School of Kinshasa

## Academic Honesty Policy

October 2018

### Rationale

Academic honesty is a set of principles and skills that develop and enhance a learner's personal integrity. Students are responsible for the use of their ideas and words of others. Academic honesty encourages all members of the school community to conduct academic work in a principled manner without displaying or showing any form of dishonesty, any unprincipled behaviour, such as seeking assistance from another person or using any source of information without appropriate acknowledgement.

### Purpose

The policy aims to support students and teachers in practicing and promoting academic honesty by demonstrating adherence to the school's PYP Attitudes with an emphasis on the values of respect, cooperation, fairness, honesty and the attributes of the PYP Learner Profiles. By promoting the qualities of an IB learner, JISK seeks to foster academic honesty and integrity by encouraging students to be:

- Inquirers- acquire the skills necessary to conduct research and inquiry
- Knowledgeable- explore ideas, concepts, perspectives and issues
- Principled- act with integrity and honesty and take responsibility for their own actions
- Open-minded- are accustomed to seeking and evaluating a range of points of view
- Risk-takers- approach challenges and explore them independently

### Implementation Roles and Responsibilities at JISK

The school's responsibilities in respect to academic honesty include the following:

- Ensure that students adhere to the basic principles of academic honesty.
- Ensuring parents and learners understand what the learner profile value of academic honesty' means.
- Providing clear expectations and consequences on what will happen if the submitted assessments or tasks are not the learner's own work.
- Ensure that incidents of dishonesty are dealt with in accordance to the procedures and consequences along with the assessment practices of the IB.

### The Teachers

As teachers, your responsibilities in respect to academic honesty include the following:

- Emphasise the concept of academic honesty within all of the teaching, learning and assessment practices.



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- Teach students how to cite references, create bibliographies, paraphrase, take notes and write content from their own perspective rather than paste content from sources such as websites and other materials. (Grades 1-5)
- Provide specific guidelines, task clarification and encourage students to develop their own ideas through problem solving, analysis and reflection.
- Designing assessment criteria that value and reward the work required, rather than only the result.
- Defining misconduct then teaching, 'what it is?' and 'what does it look like?'
- Unpacking the terminology such as plagiarism, collusion and duplication. (Grades 3-6)
- Act as good role models and show academic honesty in their own work.
- Support students in developing the skills and attitudes required for completing tasks in an academically honest manner.
- Deal with incidents of academic dishonesty in an appropriate manner.

### **The Students**

As students, your responsibilities in respect to academic honesty include the following:

- Ensuring that all work submitted is authentically your own work.
- Ensuring that I understand when I need to work independently or collaboratively.
- Fully and correctly acknowledging the work and ideas of others.
- Citing/referencing the work of others that has been used to complete any form of assessment or task. (Grades 3-5)
- If academic dishonesty is suspected, it is your responsibility to prove that all pieces of work are your own, and have not been plagiarised.
- Respecting copyrighted text and images and not use without seeking the correct permission.
- Knowing what defines misconduct including plagiarism, collusion and duplication. (Grades 3-5)
- A list of references or a bibliography is included to indicate the source and/or the author. (Grades 3-5)
- Demonstrate independence and responsibility for your own learning.
- Use information technology and library resources responsibly.
- Understand copying is a form of cheating (Grades 1-5).

### **The Parents**

The parents' responsibilities in respect to academic honesty include the following:

- Ensuring the work that is submitted is their child's own work.
- Develop an understanding of academic honesty.
- Assist their children with accessing resources for personal inquiries including people, places, media and information.
- Speaking to their children about the importance of academic honesty.



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### **Definition of Academic Misconduct**

Academic misconduct is a behaviour that results in, or may result in, the student gaining an unfair advantage in one or more assessment components.

Academic misconduct includes:

- Plagiarism- the representation of the ideas, words or work of another person without proper, clear and explicit acknowledgment.
- Collusion- supporting academic misconduct by another student, such as allowing one's work to be copied or submitted for assessment by another student.
- Duplication of work- this includes the presentation or submission of the same work for any assessment component; any behaviour that gives an unfair advantage to a student or that affects the results of another student.

### **Procedures & Consequences for Academic Misconduct**

When academic misconduct occurs, it is the teacher's responsibility to discuss consequences with the student. Some of these consequences may include:

- Re-teach the academic honesty policy.  
Work should be resubmitted and show no elements of plagiarism and must be his or her own work.
- Discussions with parents.
- No grade assigned to that work

### **Evaluation**

The evaluation of the effectiveness of JISK's Academic Honesty Policy is scheduled for review in September 2019.

### **Acknowledgements**

Documents referred to in the process of developing this policy:

1. IBO. (2009). Making the PYP happen: A curriculum framework for international primary education. Cardiff: International Baccalaureate Organisation.
2. IBO. (2014). Academic Honesty in the IB educational Context. Cardiff: International Baccalaureate Organisation.
3. Seabrook Primary School