



European School Academic Honesty Policy

What are we aiming for?

- Principled learners who realize the importance of gaining recognition for (the products of) their own development.
- Principled learners who recognize and acknowledge what they have learnt and what they have understood and learnt to do from others.
- Principled learners who respect those who have provided information that they use to support their own ideas and claims.

What do we mean by academic honesty?

Being academically honest means, for a student of the European school, expressing oneself:

- using one's own words, diagrams, pictures, graphs and other forms of communication.
- using properly referenced quotes, diagrams, pictures, graphs and other forms of communication that have been made by others.
- Clearly noting one's own contribution to collaborative efforts and noting those of others fairly.
- Following the rules of test and examination taking.

To be explicit:

Students will not

- Copy another student's assignment or part of an assignment.
- Let anyone copy your assignments or help them in cheating in any form.
- Copy from another student's paper (test, exam, quiz, etc.).
- Communicate with another student during a class assessment.
- Share information with other students during an assessment.
- Cheat in tests by using unauthorized notes or other systems to help you cheat.
- Invent or alter data collected during a practical investigation.
- Have anyone else do your assignments for you. This means other students, parents, tutors, brothers or sisters, friends or pets. For suggestions as to how others can help you, see 'Tips for parents' below.
- Plagiarize by cutting and pasting or copying the work of others from the internet.
- Plagiarize by pretending the ideas of others are your own. It is good to use the ideas of others, but you must reference them. Rewording someone else's words is a similar case to avoid.
- Plagiarize by using a language translator to change from one language to another and pretending that you wrote it.
- Use a past assignment you or someone else did without discussing with the teacher before starting the assignment.
- Pretend that you did your share of a collaborative assignment when you didn't.
- Forge a signature.

- Be dishonest in any way that gives a false impression of your learning and achievement.

How do we get there?

Teachers need to:

- *explicitly notify and explain where necessary the method of referencing, structuring essays.*
- *be vigilant and make concerted attempts to detect breaches of academic honesty.*
- *encourage students to be academically honest in presenting evidence of their own learning to be helped to improve.*
- *help weaker students by structuring assignments so that they can make a fair attempt at each assignment without resorting to academic dishonesty.*
- *structure assignments so that the possibility of plagiarism is limited (different topics for different students, submission of notes, plans, drafts).*

Procedures and consequences

If you are found being academically dishonest then the following consequences will occur:

First time offence: You will receive a verbal warning from your teacher who will bring the matter to the attention of your home-room teacher. They will explain to you the importance of academic honesty until you show that you understand. Your home room teacher will record this and discuss the matter at the next homeroom meeting. Your other teachers will be informed by the home room teacher. You will have to redo the assignment to the satisfaction of the teacher, but no grade may be received for it.

Second Offence: You will be reported to the Director of your Department and they will speak again to you about the importance of academic honesty. A note will go to your parents and this will go on your record. Your other teachers will be informed by the home room teacher. You will have to redo the assignment to the satisfaction of the teacher, but no grade may be received for it.

Third Offence: You will report to the Director of your Department and they will ask your parents to come to school. They will explain to you and your parents the seriousness of the offence and you will be suspended internally (study alone in school; have breaks alone) or externally (not be allowed to attend class) as the Director sees fit.

Offences occurring about major tests and externally moderated assignments:

For Diploma examinations, you will be asked to leave the examination room and you will be disqualified from the programme. You will not receive your Diploma.

For major in-school examinations, you will be asked to leave the examination room and your test will be discarded. You will undergo the consequences as though you have made a third offence (above).

For being academically dishonest in assignments that are sent away by the school to the IBO, the IBO will be informed, and you will be disqualified from the programme. You will not receive your Diploma.

Towards an academically honest school...

Our aim is that we are all academically honest and principled about our learning. The punishments for academic dishonesty are harsh because we believe that the best learners are honest, and that academic dishonesty is detrimental to the student, our school and our society in the end. However, at ES, we aim to help students to understand this viewpoint themselves. Towards this end, here are some tips for teachers, students and parents.

Tips for teachers

- Encourage students to understand that their assignments are for them not you.
- Structure and differentiate tasks so that students can, with effort show how well they can perform a task (i.e. not make tasks neither too difficult nor too easy - tasks that are too difficult or for which students have little time will lead to them resorting to plagiarism).
- Follow policy and have each student repeat any assignment that is copied.
- Report all instances of repeated plagiarism to the Departmental Director.

Tips for students

- Good relations with your teacher are most important. Your teacher is your guide to becoming a better learner.
- Teachers want to see what you can do so that they can help you improve. With this in mind complete your own assignments. There is little point in submitting copied assignments.
- If you can not do something very well, ask the teacher for ideas of how you can improve.
- It is good to collaborate and to use the ideas of others, but you must follow the guidelines in acknowledging the part others have played in your

assignments and the information/ideas you have used. Follow the ES Referencing Guidelines you have been given.

- Use your email account to contact your teacher when you need to.

Tips for parents

- Encourage your child to see the importance of doing their best and submitting their own assignments.
- By all means help your children with their home assignments but do so by asking questions, giving hints, etc. You are not helping them by directly telling them what to do or doing the task for them. If they are not able to complete an assignment for any reason, they should discuss the matter with their teacher as soon as possible.
- Make sure that your child has all the equipment including calculator, dictionaries, etc that they need so that they do not have to borrow from others. A student should carry an appropriate dictionary at all times.

I have read and understood the above policy and resolve to be honest and principled and to follow this policy.

Student name:..... Signature: Date.....

As a parent/guardian I have read and understood the policy above and resolve to guide my child in following and respecting the policy.

Parent/Guardian name:.....

Signature..... Date.....