

Okinawa Shogaku High School
International Baccalaureate Diploma Programme
Academic Honesty Policy
June 15, 2020

Academic Honesty and the IB Diploma Programme

Academic Honesty is a fundamental component of the IB Diploma Programme. Okinawa Shogaku's Academic Honesty policy is guided by the philosophy of the IB, which places great value on the ethical values of personal integrity and honesty. Okinawa Shogaku's Academic Honesty Policy is centered around those parts of the IB Learner Profile attributes that reflect these values:

PRINCIPLED: We act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and consequences that accompany them.

THINKERS: We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

REFLECTIVE: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

It is the policy of Okinawa Shogaku Senior High School that:

- All Diploma Programme candidates and their parents are instructed upon and understand the meaning and significance of academic honesty and its significance to academic research
- All work produced by the Diploma Programme candidates is their own, authentic work
- All instances of using the ideas and words of others within candidates' work are fully acknowledged
- Candidates understand and obey the rules established for the conduct of examinations
- Candidates understand that they must produce their own work, even if working in a group or with the help of a tutor
- Candidates understand that this policy refers to all assignments, whether completed inside or outside of school

The primary goal of this policy is to promote an atmosphere that actively encourages academic honesty. We encourage candidates to communicate openly and freely with their teachers, supervisors, and coordinators for support when completing assessed work to prevent any possible form of malpractice. Candidates will also be aware of precisely what the penalties will be should they be found to have committed malpractice, whether intentional or not.

What is considered 'malpractice'?

Malpractice, in simple terms, is any behavior that results in the candidate gaining an unfair advantage in an assessed component, whether it be a test, homework, or activity.

Malpractice may include, but is not limited to:

- Plagiarism
- Collusion
- Duplication of work
- Falsifying data for an assignment
- Falsifying CAS records
- Taking unauthorized material into an examination
- Disrupting others during an exam
- Copying work
- Stealing examination papers
- Using unauthorized software on a graphing calculator

Important concepts:

- Collusion vs. Collaboration

Collaboration is when candidates work together, and is often encouraged. However, in this situation, candidates are still required to produce their work independently. Candidates will be expected to analyze data, create abstracts, write content, including summaries and conclusions in their own words, even if the assignment is based on similar, or even the same data as others they are collaborating with. Collaboration is not malpractice.

Collusion is copying someone else's work. Candidates may be tempted to work separately on different portions of a project, and share the results with each other at the end. This is collusion, as each candidate has not independently produced the entirety of the project. Collusion is malpractice.

- Plagiarism

Plagiarism is using someone else's work, writing, thoughts, graphics, music, and/or ideas as your own work. Failing to acknowledge the sources of your work, even if by mistake, is plagiarism as well. Plagiarism is a clear failure of academic honesty, and in some cases, can be considered a criminal offence.

Plagiarism can be avoided by acknowledging honestly and accurately all references in the body of your work and in a bibliography, where one is required. Additionally, candidates must be vigilant to avoid missing acknowledgement of paraphrased passages. Paraphrasing is acceptable when supporting your thesis or abstract, but without acknowledging the original author, it is considered plagiarism.

Candidates will be taught and have ample support in the various methods of citing source materials for the various forms of materials they will work with. Okinawa Shogaku Senior High School prefers the use of the MLA system when acknowledging sources, but as part of the IB orientation program, candidates will be exposed to, and practice the various types of citing, such as MLA, APA, Chicago, CBE, and more.

- Public Domain/Fair Use

Many candidates believe that if it is on the Internet, it is in the public domain, or can be used freely under the doctrine of Fair Use. While there are some instances where this is accurate, in general, all information sourced from the Internet must be acknowledged. Failure to do so is considered plagiarism.

RESPONSIBILITY OF EACH CANDIDATE

Candidate responsibility with respect to academic honesty includes, but is not limited to:

- You are responsible for ensuring all submitted work is authentic and yours alone
- All work and/or ideas that are not your own must be properly acknowledged
- You are expected to review your work before submission for any materials that require acknowledgement
- Once you have signed the official IB DP coversheet, you have acknowledged that the work is your authentic work, and there is no opportunity to correct/make any changes.
- You are expected to meet all internal deadlines. This will help you by giving you the time, if necessary, to make changes and ensure you have properly acknowledged all sources.
- If you are suspected of plagiarism, it is your responsibility to prove that all of your work is your own work.
- Use the school provided utilities and software (Turnitin) to check one's own work.

RESPONSIBILITY OF EACH TEACHER

Teachers are responsible as follows:

- Teachers must practice proper citation and acknowledgement of all sources they use
- To be vigilant for obvious changes in a candidate's style of writing, for work which is too mature, too error-free or more characteristic of an experienced academic than a secondary school candidate

- Subject teachers are in the best position to identify work which may not be the authentic work of the candidate
- Teachers are expected to read and check candidates' work for authenticity before submission.
- Any issues of authenticity arising from plagiarism and/or collusion before the submission of work for assessment must be decided within the school, initially by the subject teacher, and then in discussion with the IB DP Coordinator
- Teachers are expected to assist candidates with issues related to academic honesty, and be proactive in assisting candidates before any issues occur
- Teachers will be encouraged to develop the necessary formative assessment policies and structure to provide the candidates with as much assistance as possible in giving them the tools to produce authentic work
- If the coordinator or teacher has reason to suspect that part or the whole of a candidate's work, which counts towards the final IB Diploma grade in that subject, may not be authentic, that work must not be accepted or submitted for assessment.
- Use the school provided utilities and software (Turnitin) to check students' submissions.

Academic Infringement and Malpractice Offences

Offences on formal IB Assessments:

If a candidate is suspected of submitting a formal assessment work that is not their own, the International Baccalaureate Curriculum and Assessment Centre will be notified, and an investigation will begin.

If the investigation concludes that the candidate did not attempt to gain advantage, and was not aware of their mistakes, it will be judged an Academic Infringement, and a grade of F will be recorded for the assignment.

However, if a candidate is found to have made a deliberate attempt to gain advantage, they will receive no grade for the subject, and will not be eligible to sit for examinations in that subject for a year.

If the case of malpractice is judged to be very serious, the investigating committee is allowed to decide that the candidate not be allowed to register for any future examinations.

The rules for the investigation are clearly outlined in the IBO Publication "Academic Honesty." The procedures and rules of the IBO will be followed scrupulously.

Offences on internal work:

Students will also be held accountable for incidences of malpractice in their homework, schoolwork, and exams that do not involve official IB assessments.

- 1st Offense: The student is required to re-do the work and reminded of Shogaku Gakuen's academic policy. Parents are notified by the teacher, and the malpractice is noted in school records.
- 2nd Offense: The student is given zero for the work, parents are notified by the Principal, and the student receives disciplinary consequences. This second malpractice offense is noted in school records.
- 3rd Offense: If a student is found guilty of a 3rd breach of academic honesty, they will receive no credit for the relevant course, and may be recommended for withdrawal.

Final Points

- Students will have an detailed orientation of the expectations for academic honesty, and the procedures for when malpractice is suspected
- All students and their parents will be required to understand and sign an Academic Honesty agreement

Academic honesty is the foundation of scholarship, and failure to protect and nurture it not only has the potential to ruin careers, but take lives as well. As such, any dishonesty, whether deliberate or accidental, has no place in our school, and will not be tolerated. Candidates will be made aware from the beginning of their IB program of the expectations placed on them, and the teachers and staff will support them fully in their journey towards receiving their IB Diploma.

Finally, IB candidates are:

PRINCIPLED: We act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and consequences that accompany them.

Bibliography:

IBO Diploma Programme: Academic Honesty, (2007), Published by the International Baccalaureate Organization, Switzerland

Academic Honesty Policy: The IB Diploma Programme, (2012), Published by the Copenhagen International School, Netherlands

Academic Integrity, (2019), Published by the International Baccalaureate Organization, Switzerland