

## **International School of Curacao Academic Honesty Policy**

ISC is committed to academic honesty and in accordance to IB principles, aims to ensure that our students become principled learners who understand and develop the required skills to be successful.

The IB defines student academic misconduct as deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct.

### **Mission**

The International School of Curaçao (ISC) educates students from diverse cultures to have the skills to *think creatively, communicate effectively, reason critically, and act compassionately*.

ISC has pledged to achieve this by providing a high quality English medium education using the United States and internationally recognized standards.

Our mission is reflected in all International Baccalaureate (IB) programs where “*students are encouraged to think critically and creatively and to present their thinking in a variety of ways*”.

### **Vision**

An international education today for the global citizens of tomorrow.

### **Our Beliefs**

In order to bring the Vision and Mission of ISC to life, we aim to develop future citizens as individuals who are collaborative, involved, respectful, and responsible.

Individuality:

Students receive instruction that meets their learning needs.

Collaboration:

Collaboration and open communication among teachers, students, parents, and administrators are essential for developing confident, self-directed, life-long learners.

Involvement:

Students learn best when they are actively involved in the learning process and reflect on their learning experiences.

Respect:

Student performance is enhanced by mutual respect and cultural sensitivity within the ISC community.

Responsibility:

Learning in a physically and emotionally secure environment provides students with the skills and knowledge to become globally responsible citizens.

**The Parent-Student handbook states:**

A truly educated person must possess a set of personal values and a code of ethics. ISC has a major responsibility in assisting students to develop personal values, which are generally accepted within the context of the school community and society in general. Away from ISC, students still are representatives of their school and family, and therefore, their behavior should reflect the highest standards.

**I AM ISC (Student Code of Conduct)**

I AM ISC is an ongoing code of conduct promoting the behaviors and attitudes that the ISC community as a whole strives to embody. It is part of our continuous effort to maintain a positive school climate in the elementary, middle, and high school classes, as well as among the teachers and staff at ISC.

**I AM ISC** includes eight pillars of conduct:

I am caring, I am thoughtful, I am exceptional, I am honest, I am helpful, I am responsible, I am respectful, I am internationally-minded

- In keeping with all the basic tenets of ISC's Mission, Vision, and Beliefs, ISC educates students about the importance of academic honesty while expressing what they have learned, in their own words for all in-school assessments, Internally assessed components (Lab reports, History papers, Math exploration/project, Visual Arts Studio work & Research Workbook) and Externally assessed components ( Written Tasks/Assignments, Rationale, TOK Presentations & Essay, Extended Essay) of the IB DP.

**IB Learner Profile**

One tenet of the IB learner profile is that students be principled.

**Principled:** They 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 the consequences that accompany them.

Academic honesty is the responsibility of the entire school community, teachers and students, and is developed across the curriculum as part of the school's Approaches to Learning development. ATL skills have relevance across the curriculum and help students "learn how to learn".

**Academic misconduct is:**

- Plagiarism: presenting information in any form, as words, ideas or images, translated materials, as one's own without formal acknowledgment, Copying the work of another with or without their consent during formal assessments for school or in internal and external assessments for the IB DP;
- Gaining unfair advantage during a class test, school exams, IB DP mock exam, or the IB final exams by false means – including using unpermitted notes or collaboration;
- Duplication of work by using one piece of work for two separate assessments;

- Data falsification to avoid performing the actual work involved in collecting data;
- Collusion: allowing one's work to be copied by another; there is an important distinction to be made between collaboration (working with another person to produce or create something) and collusion (submitting a piece of work done jointly as if it has been done individually, whether intentionally or otherwise);
- Intellectual property rights and authentic authorship of all works must be respected at all times;
- Discussing the content of standardized tests (IB, SAT, ACT, TOEFL, etc);
- Performing less or more of the assigned share of work in a group project for school or the Group 4 project in the IB DP.

### **Prevention of Academic dishonesty**

The Academic Policy can be easily accessed by the entire ISC community on the ISC website [www.isc.cw](http://www.isc.cw) in the "About Us" tab, under academic policies.

### **Student's Responsibilities**

- Read and become familiar with ISC's Academic Policy which also aligns with IB regulations.
- Understand the implications of Academic dishonesty.
- Keep track of all assignments and their due dates in an organized manner.
- Do not commit nor support Academic dishonesty.
- Take no inappropriate shortcuts to complete any assignment.
- Accept help from others only when appropriate.
- Always make sure that the information used is acknowledged in the body of the text and is fully listed in the bibliography following ISC's adopted style, APA, for referencing and citing sources. If the origin of the source cannot be stated, it should not be used.
- Always use turnitin.com to check work before submission.

### **Teacher Responsibilities**

- Ensure that students have read the Academic Honesty Policy by collecting signatures at the beginning of the school year.
- Provide / Discuss various applications available to monitor plagiarism.
- Keep students well informed about the Academic Honesty Policy and the consequences of violating this policy for all in-school or IB DP submissions.
- Discuss every aspect of Academic dishonesty in a clear cut manner with examples, to ensure student compliance with this important policy.
- Maintain the sanctity of all testing and be vigilant during testing.
- Apply the policy consistently to emphasize your expectations from students.
- Homework assignments must be reasonable.
- Formal assessments must be administered judiciously at well-planned intervals.
- Maintain records of any violations and communicate with the administrator.

### **Parent Responsibilities**

- Read and become familiar with ISC's Academic Honesty Policy.
- Be aware of how academic misconduct is viewed /perceived outside of school, in the real world.

- Support ISC's efforts at minimizing Academic dishonesty and emphasize the importance of abiding by the "*Student Responsibilities*" in the policy.
- Monitor student's work in an unobtrusive/general manner to ensure that no unfair means are being used to complete homework, lab reports, essays, etc.

**Consequences** (may include but are not limited to)

First offense:

- Zero grade assigned for all subjects
- Teacher - Student discussion of the situation about implications
- Student's parents are notified via email
- Individual teachers may choose to permit a make-up assignment
- In-School reflection

Second offense:

- Zero grade assigned
- All student's teachers notified
- Written referral
- Teacher - Student discussion of the situation about the implications of including this information in college applications when shared with the College Counselor
- Meeting with parents and level Principal
- Student may be provided additional tasks to complete to reflect on the offense
- Subject to the removal of student group membership (NJHS, NHS, student councils, etc.)
- For 11<sup>th</sup> and 12<sup>th</sup> grade students, IB status may be revoked for IB subjects if it concerns externally or internally assessed components (EEs, TOK, History, Language essays, IA reports)

Any incidences after the 2<sup>nd</sup> offense of academic dishonesty will be subject to administrative review.

**Ensuring Academic Integrity**

To support learning and encourage students to complete work with integrity, ISC has adopted a number of strategies.

- Students will learn and practice academic honesty as part of their ATL skill development across subject groups and the MYP Personal Project.
- Students will receive an age-appropriate copy of the policy.
- We use APA (American Psychological Association) Style across all subjects and grade levels.
- Whenever we use someone else's ideas or words, it is important we give credit to the source (whether internet, book, etc.) using APA style.
- Examples using APA Style can be found online.
- Students will learn how to use APA to properly reference sources using this method which includes both in-text citations as well as a works cited page.

- Teachers will consistently teach how to cite using APA.
- We encourage students to talk with their teachers when they do not know when or how to reference a source.
- Teachers will clearly inform students whether work is to be completed individually or collaboratively in groups (known as legitimate collaboration).
- Students will use process journals in some MYP subject groups as well as the MYP personal project as a tool for promoting academic honesty.
- If a test is given during class, the teacher will remind all students that possession of a restricted electronic device and materials violates the school's academic honesty policy. The teacher will provide a place in the classroom for these devices but does not claim responsibility for the devices.
- ISC uses "Turnitin" as a similarity checking tool for electronically collecting all written work completed outside the classroom and checking work against many online sources.
- ESL students where possible, may learn through their mother tongue and choose to work from multilingual sources. We also provide support for new students in regard to differences in cultural understanding of academic honesty.

### **Review schedule**

ISC's Academic Honesty Policy will be reviewed each school year.  
Last reviewed/revised: January 2021,

### **Stakeholders**

The administrative team and ISC teachers (IB DP, MYP, and non-IB teachers)

### **Resources**

Middleton High School *Academic Integrity Policy*

<http://www.mcpasd.k12.wi.us/mhs/node/947/information/academic-integrity-policy>

Piedmont High School *PHS Academic Integrity Policy*

<http://www.piedmont.k12.ca.us/phs/academics/academic-integrity.php>

John F. Kennedy High School *Academic Integrity Policy*

[http://www.jfkcougars.org/academic\\_integrity\\_policy.jsp](http://www.jfkcougars.org/academic_integrity_policy.jsp)

International School of Paris *MYP handbook 2017-2018*

[http://www.isparis.edu/uploaded/Documents/M/IB\\_MYP\\_Handbook.pdf](http://www.isparis.edu/uploaded/Documents/M/IB_MYP_Handbook.pdf)

Academic Honesty in the Diploma Programme.

<https://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>

IB learner profile

<https://www.ibo.org/contentassets/fd82f70643ef4086b7d3f292cc214962/learner-profile-en.pdf>

University of Reading *Engage in Assessment*

<https://www.reading.ac.uk/engageinassessment/assessing-group-work/eia-preparing-collaboration-vs-collusion.aspx>

The Codrington School *Academic Honesty Policy*

[http://tcs-students.com/tcs/Public/Assets/pdf/SS\\_Academic\\_Honesty\\_Policy\\_updated\\_Feb\\_2016.pdf](http://tcs-students.com/tcs/Public/Assets/pdf/SS_Academic_Honesty_Policy_updated_Feb_2016.pdf)

International School of Estonia *MYP Academic Honesty Policy*

<https://www.ise.edu.ee/wp-content/uploads/2015/02/MYP/Academic-Honesty-Policy.pdf>