



# Academic Honesty Policy

## Philosophy

GMIS –Bali strives to inculcate in students the virtues of being academically honest and in doing so encourages to promote personal integrity and engender respect for others’ work and integrity of their own work.

At GMIS –Bali, we believe that every piece of work produced by a student, whether it is assessed or not, must be original thus helping to ensure they demonstrate their true knowledge and skills they have acquired or are acquiring during their learning experiences at GMIS.

This encourages every student of GMIS to be true to himself/herself. If you are honest with yourself, you will be honest with others. This value of Self Discipline is part of one of our Core Values-Discipline. Another core value that this is closely connected to is that of Respect. To respect other people is not to copy their work. Respect to self does not allow someone to take what is not theirs and pass it off as their own. Academic honesty is to be nurtured in students from Nursery all the way to Grade 12.

Through learning increasingly about Academic Honesty the students become responsibly balanced and as they progress through the school, students:

- are taught to become “PRINCIPLED”, to act with integrity and honesty, and become responsible for their work.
- are encouraged to become logical “THINKERS” to start making ethical decisions.
- become “INQUIRERS” when they learn to develop skills of inquiry and research to learn independently.
- become better “COMMUNICATORS” when they start expressing themselves confidently and creatively in more than one language and in many ways. They start to collaborate effectively, and listen carefully to the perspectives of other individuals and groups.

### **What is Academic Dishonesty?**

This can take several forms but is not limited to:

1. Plagiarism-when students pass off piece of work done by someone else as their own.
2. Fabrication-when information is falsified and passed off as being true.
3. Collusion-when a student helps another by allowing the student to use his/her work in assignments or to copy from his/her examination paper.
4. Cheating-when a student uses unfair means and/or copies another student's work or assessment, with or without permission.
5. Examples of misconduct during an exam includes : taking unauthorized material into the examination hall (whether the student uses it or not) behavior that disrupts the examination or distracts the other students, and any communication that hinders the smooth progress of examination
6. Sabotage-deliberately destroying or ruining a piece of work done by another student ; this will be regarded as destroying School property and therefore the consequences for doing this will be similar to those for vandalism as is clearly outlined in the discipline policy.

### **Ethical Practices**

GMIS-Bali will practice Academic Honesty at all times.

- Through orientation and different forms of media like the school website, announcements in the newsletters the academic honesty policy will be clearly communicated to the school community.
- The responsibility of communicating **The Academic Honesty** policy lies with the HRTs, Subject teachers, librarian, Program Coordinators of the IB Continuum and administrators. Students will be taught referencing by the librarian, HRTs, Subject teachers and program coordinators.

- Students will be given clear guidance on the meaning and practice of Academic Honesty. Consequences of unethical practice will also be explained to the students at the start of the program and reiterated at regular intervals.
- Students will exercise academic honesty in all aspects of their work. They will acknowledge the work of others, including material taken from other sources.
- Students will be taught how to cite sources, following the Modern Language Association (MLA).
- Students will not copy others' work or try to pass off someone else's work as their own.
- They will not claim the work of others as their own.
- They will not allow their work to be copied by others.
- No work containing any unethical practice will be presented for assessment.
- They will not claim an idea or product as new and original, when it has been taken from an already existing source.
- They will not lie about the source or the origin of a piece of their work.
- They will not carry unauthorized material into the exam room or indulge in any other misconduct/unfair means during examinations.
- They will understand that patents, registered designs and trademarks of any organization are the intellectual property of that organization.
- Teachers will lead by example in citing references and quoting sources and practise academic honesty all the time.
- Students working collaboratively is promoted and efficiently monitored to avoid malpractice of collusion.

### **Handling Malpractice**

The school believes that the teachers are most of the time the best judges of their students' capabilities and can detect unethical practices in student work and will handle it appropriately. While we do not expect our students to be academically dishonest, the following are the steps to be taken if academic dishonesty is detected:

- Subject teacher, Homeroom teacher and/or Program Coordinators will meet the student (s) to investigate suspicion of academic misconduct.
- Parents will be notified of the incident.
- The matter will be brought to the notice of the school Supervisor and the consequences will vary depending on:
  - Age and Year Level
  - Any previous instance of dishonesty involving the student(s)
  - Nature of dishonesty
- Students will be asked to re-submit the task depending on the exigency of the situation.
- Repeated offences will be referred to the Principal and could result in detention, suspension or even expulsion from the school.

### **Student Responsibilities**

- Students will ensure that they know what Academic Honesty is.
- Students will be aware that the coordinators and teachers are available to offer further advice and guidance on matters pertaining to academic honesty.
- Students will support and follow the policy both in spirit and action.
- Students are aware that no student work or parts of student work are excluded from the policy.
- Students will understand the limits of working collaboratively with others.

- Students will cite sources of information in their research following the accepted citation procedures at GMIS.
- Students will not procrastinate and carry out correct research procedures in all their tasks/ assignments to avoid resorting to dishonest means to accomplish these assignments/tasks.

### **Teacher Responsibilities**

- Teachers will exercise academic honesty in all aspects of their work. They will acknowledge the work of others, including material taken from other sources using the MLA referencing system.
- Teachers will teach students how to cite sources, in the Modern Language Association (MLA) referencing system.
- Teachers will provide instruction and support in research and study skills, and be available to offer advice and guidance to students.
- Teachers will not claim the work of others as their own, e.g. - taking a worksheet made by someone else and passing it off as their own.
- Teachers will not allow their work to be copied by others.
- They will not claim an idea or product is new and original, when it has been taken from an already existing source.
- Teachers will not lie about the source or the origin of a piece of their work.
- Teachers will report to the Program Coordinators or School Supervisors in case of a malpractice in connection with any piece of assessed work.
- All teachers must act as role models for students epitomizing good academic practices.

### **Librarian Responsibilities**

- The librarian will orient the students about Academic Honesty rules and/or procedures as outlined in the IB published guides.
- The librarian has the responsibility to teach MLA referencing procedures to the students.
- The librarian supports the teachers in teaching correct research procedures to students in the four IB continuum

### **Parent Responsibilities**

- Parents will keep themselves informed about the importance of academic honesty through parent orientations and newsletters given to all members of the school community during the academic year.
- Parents are expected to advise and counsel their children and not aid and abet any malpractice in school work.
- Parents are responsible to inculcate in their children virtues of honesty and integrity.
- Parents help and encourage their children in school work but never do it for them.

### **IB Coordinator Responsibilities**

- Is aware of the instructions, rules and regulations as provided by the IBO that govern the conduct of each examination session.
- Informs staff and students through various media what constitutes malpractice and how it can be prevented.
- Supports the IBO fully in the prevention, detection and investigation of malpractice.

## **School administration Responsibilities**

- Establishing processes and procedures that actively ensures academic honesty among the staff and the students
- Take appropriate action in case of detection of a malpractice

## **Providing Education and Support to students**

- In cases of mild academic offences committed by the student, verbal warning, and counseling by the subject teacher will allow the student to learn from their mistake and allow them to develop a deeper understanding of Academic Honesty.
- Students who require more guidance on how to use the school's prescribed citation format (MLA Style) would be asked to attend tutorial conducted by the Librarian or any subject teacher.

### **School Internal Examinations (Mid Term & Term End)**

\*Invigilator Duty List (refer to)

### **IGCSE/DP Examinations**

\*Invigilator Duty List (refer to)

### **Board of Secondary Examinations**

\*Invigilator Duty List (refer to)

### **Ujian National**

\*Invigilator Duty List (refer to)

### **How to prevent Academic Dishonesty?**

- Ensure that students are aware of the criteria marking.
- Encourage students to attend support classes to overcome areas of weakness.
- Encourage students to use resources available.
- Even on the slightest suspicion speak to the student directly. Conduct a panel interview that focuses on parts that you feel are not the work of the student.
- Repeatedly remind the students during assemblies on the importance of academic honesty and the consequences if not adhered to.
- Begin a policy of honesty from Nursery to Grade 12 for every small project.
- Have a certain set of guidelines for Academic Honesty for every project.
- Students should be advised and encouraged to use the internet with discretion and wisdom.

### **Procedures-Reporting, Recording and Monitoring**

- School Supervisor's office will keep central records of each situation and the consequences of incidents where students are suspected of breach of academic honesty.
- A parent, peer or teacher will be present in any discussion of a problem or incident, particularly if the consequences are suspension or expulsion.
- Refer to discipline policy

### **References**

- International Baccalaureate. "Academic honesty in the IB educational context." August 2014.  
IBO Digital Toolkit. 2 February 2016.