



# Academic Honesty Policy

Brent International School Subic

## The BRENT INTERNATIONAL SCHOOL Mission Statement

The Mission Statement of all Brent International Schools states that, "Brent Schools, in a Christian ecumenical environment in the Philippines, are committed to develop individual students as responsible global citizens and leaders in their respective communities, with a multicultural and international perspective, and equipped for entry to colleges and universities throughout the world."

## The IBO'S Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be: Inquirers, Knowledgeable, Thinkers, Communicators, Open-minded, Caring, Risk-takers, Balanced, Reflective and Principled. A principled student *acts with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, group and communities. They take responsibility for their own actions and the consequences that accompany them.*

## **The BRENT Academic Policy Statement**

*“Brent International School Subic is founded on the core values of our Christian heritage: love, honesty, excellence, integrity and respect for every member of the community. Membership in the student body carries with it a responsibility for the strict observance of moral and ethical behavior befitting an honorable person. Every member of the Brent community is therefore expected to show respect for themselves and others by guarding and abiding by these fundamental principles in all aspects of school life. Above all, the spirit of humility must underlie these ethical and moral standards and provide the foundation for proper conduct and accountability. “*

In accordance with the principles we share, we will not condone cheating, lying or plagiarism.

- Cheating is defined as giving or receiving any unauthorized assistance on any assignment, quiz or test, regardless of intent. Allowing a fellow student to copy work is a form of cheating.
- Lying is any misrepresentation of the truth or failure to state the truth, with the intent to deceive.
- Plagiarism is any presentation of the ideas, thoughts, or words of another as one’s own, regardless of intent.

To indicate agreement to and acceptance of the principles of Academic Honesty in our school, every Upper School student, as well as their parent or guardian, is requested to sign the Academic Honesty Form.

Students and parents also need to be aware that teachers will be submitting electronic copies of their papers to turnitin.com, an online program and database, which will search and compare their essays to billions of other published papers. Academic honesty violations will result in the following two very important consequences:

- Teachers who discover student behavior in violation of the above stated principles will share that information to teachers concerned, the counselor and school administrator in an effort to monitor more closely student compliance. Parents or guardians will also be informed.
- Students who have committed violations of this Statement may incur any of the following consequences: detention, suspension, removal or restriction from activities or dismissal from Brent International School Subic, pending authorization by the Headmaster.

## Academic Honesty Violations Monitoring and Procedure

Teachers have the primary role of providing guidance for academic honesty. With clear instructions, students are to learn the importance of honesty in all forms of academic work. The guidance counselor, school level principal, and teachers concerned are to reflect, assess, and monitor student work regularly.

All student work submitted to a teacher is to be original, follow Brent guidelines for citing sources, etc., and is therefore subject to scrutiny, relative to cheating and plagiarism. It is important for the Guidance Counselor to know about violations of our Academic Honesty Policy and to keep a confidential file of those events. It is also important that the Counselor contact parents and make them aware of the situation and consequences, thereby circumventing an “I didn’t know” response, should there be a second occurrence, with more severe consequences.

While the initial teacher-student discussion remains the most important resolution and teaching opportunity, the following procedure has been developed to keep records as well as investigate more difficult and/or repeated offenses. The following procedures will be followed as quickly as possible.

1. Confidentiality and protecting the name and reputation of the student must be maintained throughout.
  2. The teacher is **required** to fill out an Academic Honesty Incident Report (copy attached) and submit it to the Guidance Office (you may submit Incident Report electronically if you wish).
  3. The original copy of the submitted work in question (test, quiz or other work) must also be submitted.
  4. The Guidance Counselor will call the parent and explain the offense and let the parent know of the consequence of first and later occurrences.
  5. The Guidance Counselor will keep a record of all reports, in the event that a second occurrence happens, not only in that class, or that year, but also in the student’s **entire** high school career at Brent.
  6. The consequence for the first offense is a student meeting with the school counsellor, and the parents being notified of the infraction. The student will be required to redo the assignment in question.
  7. If the incident occurs on an assessment for submission to IBO, the student will be allowed one chance to re-submit the re-done work.
  8. If a second offense occurs, the Guidance Counselor will send the first and second offenses to the Principal.
  9. The Principal will then meet with the students parents and instill consequences, which include be placed on an academic contract, possible removal from the honor society and other leadership roles, and possible forfeiture of IB Diploma.
- *In the absence of a guidance counselor, the school level principal can execute the above guidelines.*
  - *Any exceptions to this policy will be decided upon by the Principal, Teachers and Guidance Counselor*

## More Penalties for malpractice

Non-compliance with school regulations (as aforementioned) include but are not limited to the following:

- Detention
- Suspension
- Removal or restriction from activities
- Dismissal from Brent International School Subic
- Forfeiture or withdrawal of the IB diploma or certificate.
- Feedback in College applications

## Academic Honesty in the IB DP

1. The Regulations define malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component. Malpractice includes:

**Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own

**Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another

**Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements

**Behaviour** that gains an **unfair advantage** for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

2. Candidates must record the addresses of all web sites from which they obtain Information during their research, including the date when each web site was accessed.

3. Candidates must understand that passing off the work of another person as their own is not acceptable and constitutes malpractice, regardless of whether the act was unintentional.

4. For most assessment components candidates are expected to work independently with support from their subject teacher (or supervisor in the case of extended essays). However, there are occasions when collaboration with other candidates is permitted or even actively encouraged, for example, in the requirements for internal assessment. Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data. This means that the abstract, introduction, content and conclusion or summary of a piece of

work must be written in each candidate's own words and cannot therefore be the same as another candidate's. If, for example, two or more candidates have exactly the same introduction to an assignment, the final award committee will construe this as collusion, and not collaboration.

5. Many candidates for the Diploma Programme are fluent in two or more languages and are therefore able to conduct their research in more than one language, perhaps with the aid of the Internet. Such candidates must be aware that copying a passage of text, translating this passage into another language, then using the translated text in their work without acknowledging its source still constitutes plagiarism.

### **Other forms of Malpractice in the IB DP**

The following are other forms of malpractice:

- *Duplication of work to meet the requirement of more than one assessment component*
- *Fabrication of data for an assignment*
- *Taking unauthorized material into the examination room*
- *Disrupting an examination by an act of misconduct, such as distracting another candidate*
- *Exchanging, supporting, or attempting to support the passing on of information that is or could be related to the examination*
- *Stealing examination papers*
- *Disclosing and discussing the content of an examination paper with a person outside the immediate school community within 24 hours after examination*
- *Using unauthorized version of a calculator during an examination*

### **Student Responsibility**

The International Baccalaureate Organization (2009) states that:

The candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. Candidates are expected to comply with all internal school deadlines: this is for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version.

Candidates and teachers must be aware that the requirement to acknowledge sources extends beyond text taken from the Internet, CD-Roms, books, magazines and journals. The concepts of intellectual property and academic honesty include, for example, the use of footnotes or endnotes to acknowledge the source of an idea if that idea emerged as a result of discussions with, or listening to, a fellow student, a teacher or any other person.

FAILURE TO COMPLY WITH THE REQUIREMENT ON BIBLIOGRAPHIES, REFERENCES, AND CITATIONS WILL BE VIEWED AS PLAGIARISM AND WILL, THEREFORE, BE TREATED AS A CASE OF MALPRACTICE.

### **Implementation and Revision**

*This policy is made available to the school community, included in the admissions packet, and published in the school's website and handbook. Revision of this policy is practiced every three years.*

As a school, we hope to be able to guide students to practice academic honesty and commitment.



# Middle and Upper School Academic Honesty Incident Report

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Reporting Faculty: \_\_\_\_\_ Subject: \_\_\_\_\_

Incident Summary (attach if more space is required):

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What was the student's reaction? (attach if more space is required):

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**Attach the student's work in question to this report (and plagiarized/copied documents when applicable) to this form. When complete submit all materials with this form to the guidance office.**

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**For Guidance Only:** Students Academic Honesty History

\_\_\_\_ First offence      \_\_\_\_ Second offence      \_\_\_\_ Three or more offences

Comments:

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