



SOKRATES INTERNATIONAL HIGH SCHOOL

ACADEMIC HONESTY POLICY

Statement of Purpose

Sokrates International High School main mission is to build an inclusive culture of learning that inspires and challenges every individual to develop to their full potential and be active and responsible participants in our global society. Our students gain an understanding of the world around them by experiencing a curriculum that is meaningful. Providing meaningful contexts for learning enabling learners to make connections within and across key learning areas. As students investigate authentic real world problems they develop a sophisticated understanding of their world. Sokrates International High School employs the Inquiry Learning Process and we make sure that Using skills and knowledge go hand in hand. Students are actively involved in learning and continually reconstruct understandings in light of experience. It encourages students to participate in active investigation, and to integrate, rather than separate knowledge, as they move from acquisition of facts to the development of deep understanding. Sokrates International High School does its best to develop self-managing skills as we make sure that children know their learning. We develop life-long learning skills by setting & monitoring goals, making plans, acting strategically, persevering, reflecting, self-assessing, planning next learning steps, learning how they learn best.

All activities undertaken by our students, and in particular the products of their work, must comply with the Honest Policy adopted by the school which aims all members of our school society to promote the creation of authentic work and avoiding malpractice.

Defining Concepts (Based on Academic Honesty in the IB educational context)

Definition of Academic Honesty

According to the IB Academic Honesty is a set of skills and values that promote personal integrity, generate respect for others, and good practice in teaching, learning and assessment. Academic Honesty also helps to ensure equal opportunities for all students. Academic Honesty stands in opposition to malpractices or academic misconduct.

Definition of Malpractices

The IB Organization defines 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 components.

Malpractice includes:

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

Duplication of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.

Collusion is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

Other **Unfair Advantage**: other behaviors that gains an unfair advantage for a student or that affects the on the results of another student (for example misconduct during an examination).

Academic Misconduct

The IB organization defines academic misconduct as “behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.” Misconduct during an International Baccalaureate examination is for example: taking unauthorized material into an examination room, stealing examination materials, disruptive behaviour during examination, disclosure of information about the content of an examination paper within 24 hours after a written examination.

General Principles

The main objective of the Honesty Policy is to provide every student with an equal chance to obtain grades and demonstrate their skills. It also supports the intellectual and creative abilities of students.

The Honesty Policy is reflected in the school's learning process, in particular in the curriculum and content, methods and tools used. Daily activities are organized to encourage the deepening and development of the principles of academic integrity.

The policy was developed by a school team appointed for this purpose. The team consists of teachers representing all groups of subjects. The version of the school policy rules developed by the team was consulted with the coordinator, representatives of parents and students.

The Honesty Policy will be regularly evaluated and updated to take account of any changes in IB teaching and learning practices.

The following procedures are followed to ensure that all members of the school community know and understand the Honesty Policy.

During the enrollment process for school candidates and their parents are presented with the rules contained in the school regulations. Candidates and parents must sign a declaration that they have read and accepted all school policies and that they fully understand what constitutes a violation of school policies, including the Honesty Policy.

To make sure that teachers know and understand the Honesty Policy, each year at the beginning of the school year, the school's IB coordinator recalls the regulations during a meeting with teachers. If a new teacher is hired, the school IB coordinator introduces him to the honesty policy. All teachers must sign that they know and understand the honesty policy.

During the first lessons of the school year, teachers are obliged to remind the honesty policy regulations, in particular how to apply the rules in their subject.

Materials promoting the school's honesty policy are displayed at school.

IB expectations to all DP students:

- Understand what constitutes academic misconduct
- Know how to conduct research
- Know how to acknowledge sources
- Know the consequences of being in breach of IB regulations
- Act in a responsible and ethical manner throughout their participation in the Diploma Programme.

School community members responsibilities according to Honesty Policy

To fully implement the Honesty Policy in the school, it is important that all members of the school community are involved and fulfill their role responsibilities.

The role of the head of the school

- Implement and establish a policy of academic integrity in a clear and transparent manner.
- Organize workshops and training sessions for teachers to better understand and implement the Integrity Policy in their work.
- Oversee the adherence to Honesty Policy by all members of the school community.
- Inform legal guardians of the Honesty Policy principles and objectives. Involve them in supporting their children to follow the policy.

- Make sure all members of the school community understand the consequences of not following the Honesty Policy.
- Develop, implement and monitor a Honest Policy with respect to changing regulations, changes to IB program policies, and school teaching practices.
- Provide easy access to procedures and policies for all members of the school community.
- Promote good practice in schools that follow the honesty policy.

The role of the teachers

- Set clear expectations about the tasks and activities in the lesson.
- Give students directions on how to correctly quote the source they used.
- Show the benefits of using the source materials correctly.
- Allow time in class to teach and practice with students the ability to find and use sources correctly.
- When giving students work materials, make sure they contain the correct references. In this way, we show and shape students' skills and attitudes in practice.
- When designing tasks for students, make sure that they are not prone to academic misconduct.
- Build a supportive learning environment where students can develop their skills and get the help they need when needed.
- Offer tips on developing your writing skills, using resources, analyzing, and drawing conclusions.
- Make sure that the given tasks are reflected in reality.
- Offer students activities that relate to real and current events.
- In order to shape students' ability to reach knowledge, try to divide the tasks into stages. Then we can better observe the way in which students work, conduct research and search for sources. If necessary, we have the opportunity to react and help them before they complete the task.
- Use methods and tasks that require evidence, references, and the use of different sources of knowledge.

The role of the Students

- Use information in a responsible and ethical manner, in accordance with the principles of using sources of knowledge.
- Remember that cooperation and sharing knowledge and experience with others is an important element of intellectual exchange. However, remember that in such situations, you should especially pay attention to compliance with the Honesty Policy.
- Each work you sign under must be entirely yours. Remember that plagiarism is a serious abuse and violation of the fundamental principles of the Honesty Policy.
- Be sure to use references, citations, references and include a bibliography. You can find citation material in the Honesty Policy references.
- Sign and follow the school's integrity rules
- If in doubt, ask for clarification on any issues related to academic integrity.

- Pay attention to the deadlines given by teachers.
- Avoid sharing your work with other students if you suspect that using it may be contrary to the Honesty Policy.

The role of the parents/legal guardians

- Keep a good level of communication with the school for better understanding of the academic requirements and assessment expectations of the Diploma Programme.
- Encourage the students to critical thinking, creative ideas, independent work, thinking outside of the box.
- Encourage the student to plan each assignments according to the schedule.
- Show the student how to research and plan their work.
- Encourage the student to take advice from the teacher if he/she has difficulty with the assignment

Procedures to follow in case of suspected Malpractice

The primary objective of implementing the School Integrity Policy is to promote academic integrity among members of the school community. In addition to disseminating best practices, the Integrity Policy includes procedures for dealing with fraud.

In particular, the following are considered abuses:

- Plagiarism - Presenting the ideas of others as your own without proper reference or citation.
- Collusion - performing a task for someone else or letting someone else use your work as their own
- Ghost Writing - ordering someone to complete a task for you
- Duplicating work - presenting the same work with different subjects and tasks
- Data production - falsifying information for a project or research
- Disclosure - sharing pre-exam questions or assignments.
- Other behaviors that prevent or hinder a reliable assessment, e.g. deliberate use of incorrect source tags, providing false sources.

When it is suspected that a student has committed malpractice, the procedures are as follows:

If a teacher suspects a student of malpractices, he should inform the school's IB Coordinator, analyze the situation, the evidence and decide on the next steps.

If this is the first case of malpractices, the student and the teacher discuss issues and how to avoid such violations in the future. The teacher reminds about the principles of academic honesty, indicates correct behavior and gives directions. It is the student's responsibility to correct the work in such a way that it complies with the principles of academic integrity within the time limit specified by the teacher. The teacher documents the incident and informs the student's parents.

If this is another case of malpractices, the student, parents, teacher, school IB Coordinator and the school principal make an appointment to verify the academic integrity of the malpractices situation. Parents are

required to attend the meeting. The meeting discusses the principles of academic honesty in reference to the malpractices that have taken place. If necessary, the student may be asked to retake the work, in accordance with the rules and within the time limit specified by the teacher. The teacher may designate additional tasks for the student related to the correct understanding of the principles of academic honesty. Repeated incidents may also lead to the limitation of some of the student's privileges, e.g. activity in extracurricular activities, school clubs, representing the school. The works created by the student will be subject to special evaluation in terms of the academic honesty. The second and subsequent cases of malpractices will be noted on the official student record.

In special cases (e.g. serious or repeated malpractice) it is possible to terminate the education contract with the student and his parents.

Consequences of an academic misconduct related to external assessment

If it is proven that the student was involved in malpractices for written assignments and externally assessed examinations, the school principal informs the competent authority which will decide on the next steps and consequences for the student.

According to the IB DP Academic Integrity regulations there are students sanctions for committing academic misconduct.

- Penalties apply in instances of academic misconduct where the IB has taken action against a student who is registered for IB assessed components.
- The IB may investigate issues which could be considered academic misconduct even if they are not listed in this document.
- During investigations into academic misconduct, evidence and statements from all involved parties will be gathered.
- Each case will be judged on the evidence available and any sanction applied will be based on the penalty matrix.
- When evidence is not conclusive, subject matter experts will be consulted and any sanction will be applied using the balance of probabilities approach.
- The table of penalties detailed in the appendices sets out the level of penalty — 1, 2, 3a or 3b — that will be applied for each type of academic misconduct. The penalty table is detailed in the IB DP Academic Integrity (Appendix 2: Student academic misconduct).

In case of violation of the regulations during the examination typically, the IB would allow the student to retake examinations or resubmitting coursework. The following options are possible:

- retake in six months, depending on subject availability
- retake in 12 months
- no retake allowed, but award of grades in subjects not affected by the incident.

Additional sanctions including:

- change in registration category
- permanent disqualification from current and/or different programmes.

are provided for repeated, repeated and / or very serious infringements during one or more examination sessions.

Encouraging academic honesty - Advice for students.

1. Remember that you can always ask your teacher:

- if you are not fully convinced how to acknowledge sources properly,
- if you are not convinced about the source of knowledge or how to acknowledge source properly (especially the internet sources),
- if you cannot state the origin of the source (it is probably better not to use it),
- if you have doubts about reliability of the sources that you want to use in your words,
- if you need information about methods to search for sources.

2. Respect other people's rights to protect intellectual property. Never copy someone else's work. Never allow other students to copy your work.

3. To avoid plagiarism you can use plagiarism prevention software.

4. When you use someone's else exact words (even your colleagues or teachers) use quotation marks.

5. Remember that cooperation is an important part of reaching knowledge. When you collaborate with other students always respect the principles of academic honesty.

Cite

Proper citation is an essential part of sharing knowledge through intellectual exchange.

When you use citation:

- your work is reliable and credible, it relates to specific sources
- you show respect to the author of the source you are using
- the reader of your work has the opportunity to check your references
- the reader referring to the source can check and understand your interpretation
- by quoting the reader knows which elements of the work are of your authorship
- you prove that you can draw conclusions, interpret and critically evaluate source knowledge

Remember that quotes and references must also refer to materials such as images, charts, maps and other graphic elements.

If you are creating your own graphics, remember to state in the link that you are the author.

Remember to mark the beginning and the end of the cited work in a legible way. Make sure the reader is clear about which parts of the work are yours.

Detailed rules for citing and creating a bibliography are available in the official IB materials (included in the references). You can use your teacher's knowledge and the information available in the library.

Policy Revision

The Honesty Policy will be evaluated and updated every two years, which will allow procedures to be improved and adapted to the needs of the school and all members of the school community.

The evaluation will be carried out by the school policy evaluation team, which includes teachers of various subjects, the school head or the deputy head teacher. All changes will be made available for viewing by students, teachers and parents on an ongoing basis via the school's educational platform and the school website.

References:

International Baccalaureate Organization. "Academic Honesty in the IB Educational Context."

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International Baccalaureate Organization. "Academic Honesty in the Diploma Programme."

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2012. PDF file.

International Baccalaureate Organization. : "Effective citing and referencing". 2014. PDF file.

International Baccalaureate Organization. Diploma Programme: From principles into practice.

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practice. 2014. PDF file.

Academic Honesty Policy links to Assessment Policy and procedural documents.

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