Introduction

Mount Eliza Secondary College's Academic Honesty Policy is based on the IB leaner profile (2013), which is a clear and concise expression of the IB's objectives and values. Members of the IB community must strive to be principled: "act with integrity and honesty, with a strong sense of fairness and justice. Students must take responsibility for their actions and their consequences."

All students must understand the meaning and relevance of all concepts related to academic honesty. It is the teachers' responsibility, along with parents, to promote the development of the required skills for students to use these concepts in their daily work.

The objectives for this policy are:

- Define academic honesty and malpractice in the context of MYP.

- Define roles and responsibilities for the School Improvement Team, Teachers, Librarians, students and parents in preventing and stopping malpractice.

- Providing guidelines to prevent malpractice by students.

- Explain consequences established by the school to students found guilty of malpractice.

Definitions: Academic honesty and malpractice

Academic honesty – refers to work that is based on the student's own ideas and which properly acknowledge others' authorship and ideas. Therefore, in all work that is submitted by a student, his/her original language and expression must be used. When other sources are used or referenced, whether directly or paraphrasing, sources must be documented appropriately. (IB, 2011. P2)

Intellectual property – the World Intellectual Property Organisation considers intellectual property as the "legal rights which result from intellectual activity in the industrial, scientific, literary and artistic fields" (WIPO, 2004). Students must understand that both creative and intellectual forms of expression must be respected and are normally protected by national and international law.

Malpractice is considered as the "behaviour that results in, or may result in, the student gaining unfair advantage in one or more assessment component." (IB, 2011. P3) It includes:

- Plagiarism – presenting others' ideas as his/her work
- Collusion – allowing individual work to be copied by another student or any form of promoting malpractice by another student.
- Duplication of work – when the same piece of work is submitted for different assessment purposes within the program.

- Any behaviour that gives unfair advantage to the student or that affects the results of another student.

Collusion – is defined by the IB as occurring when "student uses fellow learners as an unattributed source" (FPIP, 2014, P 76). This should be distinguished from collaboration that implies "working together on a common aim with shared information, which is an open and cooperative behaviour that does not result in allowing one's work to be copied or submitted for assessment by another" (FPIP, 2014, P76).

Roles and Responsibilities:

Implementing this academic honesty policy is collaborative work for all members of the school community, even though each one has a specific role and responsibility:

Principal and/or Program Coordinator

- Create the Academic honesty policy with teachers, promoting good practice and fostering a school environment that motivates the school community to act honestly.
- Guarantee that the school community understand what academic honesty means and what is understood as original authorship.
- Provide guidance regarding studying, writing an academic document, inquiring and citing sources.
- Communicate clearly what malpractice is and make students aware of the consequences in case of being found guilty of it.

Teachers

- Implement the school's academic honesty policy, as well as, carry out good practices in this regard.
- Be role models in honesty for students.
- Confirm that, as far as they know, every accepted piece of work from a student is authentic, including all assessment tasks.

Librarians

- Support teachers and students identifying good practice regarding academic honesty.
- Help students obtain reliable information from various sources.
- Collaborate with teachers to identify original work as well as identifying plagiarized material and its sources
- Provide access to a suitable citation and referencing online tool via the MESC Library website.

Students

- Take responsibility of submitting original work with properly acknowledged sources.
- When in collaborative work, reflect and regard everyone's responsibility and contribution, while respecting and citing others' work.
- Review their own work before submitting it, to ensure that all ideas have been documented and all sources cited.
- Meet all school deadlines.

Families

- Through understanding and collaboration, support students in being principled.
- Supporting this academic honesty policy and promoting good practice in students.

Preventing malpractice

It is essential to consider that prevention of malpractice is primarily done through promoting good practice, which goes beyond just establishing the consequences for this behaviour. The school provides students with a guide for citing and acknowledging sources following the *APA Citation and Referencing* style which is accessible via the MESC Library website on the Compass portal.

Teachers must practice different research and study skills with students, motivate students to develop their own ideas through problem resolution, comparison, hypothesising and analysing, as well as providing opportunities for discussion, inquiry and creativity.

Educational Leading Teachers will be responsible that all students in Years 7-9 have the appropriate level of teaching and learning to prevent malpractice.

Educational Leading Teachers will be responsible to provide professional development to staff, where appropriate, to prevent malpractice.

APA Citation and Referencing Techniques

Students will be taught correct referencing and citation techniques through their individual subject areas with assistance from the Librarian. They will be using the SLASA Online Referencing Generator (ORG) which is accessible to all students and staff via the MESC Library website on the Compass portal. This will ensure that all MESC students (MYP Years 7-9 and Years 10-12) are following the same principles and practices when locating, using and citing information.

Sources:

• Academic honesty in the IB educational context (2014)

• Carroll, J. 2012. Position paper: Academic honesty in the IB. UK.

• International Baccalaureate. 2011. Academic honesty. UK.

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• "Chapter 1: The Concept of Intellectual Property" in Intellectual Property Handbook: Policy, Law and Use. World Intellectual Property Organization, 2004. .

• MYP: From principles into practice. 2014. International Baccalaureate Organization.

• General regulations: Middle Years Programme - First assessment 2016 (2014)