



**SCOTTISH HIGH**  
INTERNATIONAL SCHOOL



## Academic Honesty Policy

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## **ACADEMIC HONESTY POLICY**

**Adopted - 2009**

**Last Reviewed-2015**

The Academic Honesty Policy of SHIS has been designed to meet the two ends of education. The two guiding lights are the School Mission Statement and the Academic Honesty Policy guidelines of the IBO as enshrined in the Handbook of Procedures and Practices.

*SHIS Mission Statement :*

*'The School will be a centre for excellence in education. In keeping with the rich heritage of India, it will stress on the simultaneous development of Spirit, Mind and Body and endeavour to create Compassionate, Responsible and Innovative students committed to change and progress in the development of India and the global environment'.*

### **SHIS Academic Honesty Philosophy:**

At Scottish High International School we put a premium on ethical behavior and practices as an integral part of our core values and beliefs in educational practices. We uphold, completely, that Academic Honesty is the hallmark of a well educated and conscientious student and therefore, we promote Academic Honesty from the highest level of the Core Management Team of the School right up to every member of our staff – academic as well as administrative, students and parents. We endeavour towards shaping our students towards becoming 'Principled', 'Balanced', 'Knowledgeable', and 'Caring' global citizens.

### **Academic Dishonesty Practices:**

In general it has been observed that the trials and tribulations of modern day education are somehow compelling the young students to take the shorter means in order to achieve academic excellence. In this pursuit the educational fraternity finds themselves lured to resort to educational malpractices like:

- ❖ **Plagiarism** - It implies the direct copying of academic material and information from a multitude of available resources like published papers, encyclopedias, textbooks, reference books, magazines, journals, internet sites and search engines and subsequently, 'passing off' the copied work as one's own.

- ❖ **Collusion** - When any academic research work / assignment / essay / investigation / exploration has been done by a person / persons other than the student to unfairly support him / her or to augment her / his academic result by unfair means.
- ❖ **Fabrication** - It involves the deliberate misinterpretation of data or information with the aim of misrepresenting facts to accrue unwarranted benefits.
- ❖ **Cheating** : This can be done in many ways like gaining unauthorized access to question papers, bringing material which is not permitted to the Examination centre, copying from various sources, impersonating candidature and forging of documents.
- ❖ **Unacknowledged Work** : It is imperative to cite and acknowledge the sources in footnotes / bibliography / appendices, otherwise it is regarded as a mala-fide act or intention.

### **General Approaches to Academic Honesty at SHIS:**

The concept and practices of Academic Honesty are conveyed to the members of the educational fraternity at SHIS on a regular basis through various modes of communication. This begins at the time of registration and is taken up further at the orientation and continued in each interaction between the School community and the student and her / his parent.

- At the outset, all aspects of Academic Honesty are communicated to the students and their parents during their Orientation for induction into the diverse curricula offered by the School beginning from the primary school to the admissions at IBDP / ISC level (Grade XI).
- The School website is the first platform for conveying our strong commitment to academic honesty through the publishing of SHIS Academic Honesty Policy.
- Teachers and various members of support staff communicate to the students the importance of Academic Honesty, during various activities – academic, co-curricular and extra-curricular.
- Care is taken to ensure that any dishonest incident is reported and investigated into and an appropriate course of action to rectify the act is in place so that the student's attitude is corrected.
- It is reiterated time and again in clear terms that use of any form and method of Academic Dishonesty like sharing of answers or writing home work assignments for others and etc. is a serious malpractice and offence which will lead to '*no promotion certification (Grade I to Grade VIII) and no IGCSE, ICSE, ISC and IB Diploma / Certificate being awarded*'.
- The students are regularly monitored while drafting their projects in various subjects at the ICSE and ISC programmes. The Teachers have regular interactions and give their inputs in writing highlighting the shortcomings. This helps the Teacher to have a clear understanding whether the work being submitted is an authentic creation of the child or the student has taken recourse to any of the academic malpractices as mentioned earlier.

- The School's Prospectus and IB Diploma Programme Students' Handbook (pg no: 94 - 99) mention the components of Academic Dishonesty and the grave repercussions of this unethical behavior and conduct.
- The Senior Management, the respective Programme Coordinators, Resource Centre In-charges, Librarians and Subject Teachers apprise the students about carrying out independent research, various research methodologies, teamwork and collaboration and the sanctity of originality in writing and submission.
- The School on its part has also subscribed to the screening software 'turnitin' to check plagiarism and to put in practice corrective measures. Every IBDP Teacher has access to the turnitin and generates timely reports to ascertain the percentage of plagiarism if any and also the content which is acknowledged through footnotes, citations and bibliography.

### **IB Specific Approaches to Academic Honesty at SHIS:**

As per the recommendations of IBO and our own assessment it has been observed that an all encompassing academic honesty culture which is prevailing in the SHIS campus should be more closely monitored and the gaps that have been discovered be plugged through timely reinforcements. This is necessary so as to ensure that our students not just graduate but also carry the ethos of academic honesty in all spheres of their personal and professional life.

The following initiatives have been put in place:

- Regular counseling sessions for the students from PYP to Senior Secondary School by the School Director (DP Coordinator), PYP Coordinator and the School Counselors;
- Workshops for Teachers and the resource people – Library and Lab Assistants on the issues of referencing, citing, acknowledging the resources as also ensuring a similar practice in the Teachers' presentations etc;
- Designing of projects, assignments and assessments take place in a manner that encourages academic integrity and discourages academic misconduct across the length and breadth of the academic fraternity of the School;
- The School runs the IB Primary Years Programme. During the course of the programme the Teachers regularly educate the young children as well as their parents about the Academic Honesty Philosophy of the School and these results in the adoption of the tenets of the Policy into the educational values and ethos of the student as well as the parent. Further, during the PYP Exhibition the students and their parents are made to sign a document wherein the Student pledges that every work put up her/him in the exhibition

will be their own creation and due acknowledgements will be highlighted wherever inspiration / help is taken from.

- All Teachers as well as the resource persons develop a continuous interaction with their respective students regarding various stages of the progress of the assignments and record these interactions. This helps the student to be independent and yet appreciate the role of the Teacher, as a facilitator, in the process of learning and teaching.
- Further, to involve the parent, who is a very important stakeholder, the School initiates two major steps:
  1. Parents are educated through emails to guide and monitor their children as far as home-work assignments and projects are concerned.
  2. Undertakings are sought from the parent as well as the student concerned, wherein they assure that the work submitted is purely the work of student's own imagination and effort and whatever help is taken by the child it is duly acknowledged and is free of plagiarism, collusion or fabrication. (Refer to Appendix 1 and 2)
- Students are appreciated for academic honesty practices irrespective of the standard of work produced.
- At all times it is ensured that tools of education and monitoring are in place so that the students are being trained to cite the resources they are referring to while they are preparing their assignments. At the PYP stage the habit of quoting and acknowledging the support they receive from their parents or libraries and etc. is in place. The same is reinforced at the middle and senior secondary school.
- The Diploma Programme faculty in their endeavor to support the students in behaving and learning ethically, emphasize on the following practices:
  - Language Teachers monitor and encourage furnishing of references especially, during essay type questions. Further, the Teachers encourage the students to visit various reference sites like libraries, media events, information centers and internet, to use the resources judiciously and to develop a persistent habit of quoting and acknowledging the resources;
  - Group 3 Teachers ensure that the students acknowledge their visits to various organizations for data collection and furnish relevant records. They have been and will continue to guide, monitor and motivate students to avoid fabrication of data.
  - Similarly Group 4 Teachers educate students about conducting experiments / record observations and strictly desist from any collusion in projects and assignments or fabrication of data.

- Group 5 Teachers ensure that the students take recourse to academic honesty while undertaking any explorations, activities, assignments, projects and calculations and acknowledge the sources from wherever help / guidance is taken or sought.
- In Group 6 we offer two critical subjects Visual Arts and Theatre. In Visual Arts the Teachers educate the students on the virtue of creativity, authenticity and originality of the creations they make. The students are regularly informed about various practices that could result in academic misconduct. Further the students are made to create their assignments under the observation of their Teacher or cite / acknowledge the source of reference / inspiration. Similarly, the Teacher of Theatre Arts regularly counsels and monitors various stages of act prepared, designed, scripted and laid out by the students.

Interactive workshops on academic integrity and academic honesty are held across the length and breadth of the academic fraternity of the School.

The Teachers on their part always highlight and acknowledge the resources they are using while preparing their presentations and lectures. They ensure that this virtue is highlighted and reinforced in the minds of the children so that the young students evolve as responsible and honest citizens.

These practices along with the regular sessions with the School Counselors are sure to take the mission of developing an environment of ‘Academic Honesty’ to its rightful conclusion.

#### **Corrective and Punitive Measures at SHIS:**

- ❖ Academic Dishonesty is unacceptable and any non compliance in the form of plagiarism, fabrication of data, involving parents or hiring professionals for written assignments is considered to be an act of overriding the Academic Honesty Policy of the School and is dealt with firmly.
- ❖ Oral and written reprimand is given in case of even a slight inclination towards ‘aiming for dishonesty’ for future assignments/ assessments.
- ❖ The corrective measures include oral / written warning for the first offence.
- ❖ A repetitive behavior leads to suspension after the parent of the student is informed about the academically dishonest behavior of the student. The student is permitted to rejoin once she/he has given a written undertaking promising adherence to SHIS Academic Honesty Policy, in future.
- ❖ The parents of the defaulting student are kept informed and a similar undertaking is taken from them.
- ❖ Remedial measures include counseling for correct and prescribed behavior and guidance for doing the work again with complete honesty and integrity.
- ❖ If any student persists with Academic Dishonesty, the School practices a zero tolerance policy in this regard and under no circumstance his/ her work is accepted or sent / uploaded.

- ❖ Truant behavior is liable for disciplinary action and prescribed punishments as part of the School's Policy. As a remedial measure the matter is reported to the respective Principal / Head of the School and the School Director.

The Academic Honesty Policy lays out the guidelines for the entire academic process at SHIS, which includes the most important component of education - the Assessment. It is the endeavor of the School Management that every student who graduates from SHIS should carry in her / him the tenets of uprightness, compassion, integrity and respect for the creativity of others. To this end the various Policies of the School especially the Academic Honesty Policy is framed.

**Sources :**

- International Baccalaureate Organization- Handbook of Procedures
- International Baccalaureate Organization- Academic Honesty Policy
- Academic Honesty Policies of I.B. Schools worldwide.

