



Oakleigh Grammar

Policy Document Name	MYP Academic Honesty
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1. Preamble

As a member of the International Baccalaureate community, Oakleigh Grammar aims to nurture young people to acquire the attributes of the learner profile. When contextualising academic honesty, students should be inquirers and seek knowledge from a range of authentic sources. To be principled they should ensure that they cite and reference information carefully. To be open-minded they should consider multiple perspectives and understand bias. To be communicators they should cite sources and reference material confidently and in the correct format as specified by their subject teacher. To be reflective they need to think deeply about the steps they have taken to learn new information.

When undertaking academic research, all students are responsible for appropriately acknowledging the work of others in the presentation of their own material. It is important for students to adhere to the highest standards of personal honesty and integrity in their work. Submissions to teachers must be original with the knowledge of others correctly referenced (using the Harvard Convention).

Respect for academic honesty is not confined to plagiarism, but also extends to proper conduct in written examinations and assessment in all its forms, collusion, and duplication of work, any other behaviour that gains an unfair advantage for a candidate or that affects the result of another candidate. This policy is aimed at promoting ethical behaviour so that students are aware of their responsibility in ensuring they act in a principled manner. This policy will be communicated to students throughout the five years of the programme through the Deputy Principal, Teachers, the Teacher Librarian and MYP Coordinator.

This policy is to be considered in conjunction with the other documents on appropriate referencing and bibliography construction as produced by Oakleigh Grammar, in particular the student diary.

2. Categories of Academic Dishonesty

Plagiarism

Plagiarism is using another person's work or ideas without acknowledging them.

Examples of Plagiarism

You are plagiarising when, even if unintentionally, you do any of the following:

- hand in someone else's work (parent, friend, tutor) as your own.
- produce assignments in conjunction with other people (e.g. another student, tutor), which are supposed to be your own independent work.
- paraphrase material from another source without proper acknowledgement or citation.
- use plots, characters, theories, opinions, concepts, designs from other sources like short stories, novels, TV shows, films etc. and present them as original work without properly referencing them.
- piece together different sections of the work of others into a new whole i.e. 'cutting and pasting',
- fail to indicate with quotation marks another person's exact written words, numbers or symbols
- fail to name a person whose exact words you use in an oral report or indicate that you are quoting.
- fail to provide a research list/ bibliography for a project that requires research.
- buy or obtain a paper from an internet research service or 'paper mill' and hand it in as your original work.

Collusion verses collaboration

Collusion is defined as supporting malpractice by another student. For example, allowing your work to be copied or submitted for assessment by another. Collaboration is the positive act of working with fellow students to develop a piece of work where all parties contribute to the final product and the knowledge of others is correctly referenced.

Definition of duplication of work

This is defined by presenting the same piece of work for different assessment tasks.

Other examples of Academic Dishonesty

Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another student. For example:

- bringing unauthorized materials into an examination or assessment task
- misconduct during an examination

3. How to Avoid Academic Dishonesty

Here are some techniques to help students avoid plagiarism:

- Learn how to manage your time so you don't panic at the end and feel plagiarism is the only alternative.
- Learn the six steps of the Information Process (Defining, Locating, Selecting, Organising, Presenting and Evaluating) to break down your assignment into manageable segments.
- Don't allow others to copy your work, as you will be an 'accessory to the crime' and penalised as well.

- Don't hand in someone else's work as your own – ever.
- Learn the OG accepted method of referencing and constructing bibliographies, ask your class teacher or the school librarian for assistance.
- Properly construct a Bibliography or Reference List of all the sources you used for your assignment.
- CD, DVD, e-mail, blog, internet sites and any other form of electronic media must be treated in the same way as books or journals
- Sources of photographs, maps, illustrations, computer programs, data, graphs, audio-visual material must be acknowledged if they are not your work
- Properly use direct and indirect quotations in your assignment.
- When taking notes from any source, always copy the bibliographic information immediately so you can easily acknowledge this when writing the assignment later.
- When you write a quotation in your notes, make sure it has quotation marks around it, so you later realise it's a quote and not your own words.
- Separate your ideas from others' as you are taking notes. You may use brackets or different coloured pens to separate your comments from the author's words.
- Learn how to legally paraphrase. Look up note taking methods. Use a thesaurus.
- Learn how to effectively synthesize information into something that is your own work.

4. Malpractice in Assessments

Malpractice in assessments includes intentionally trying to cheat and can include:

- Taking unauthorised material into an assessment
- Leaving and or accessing unauthorised material in a bathroom/restroom that may be visited during an assessment
- Misconduct during an assessment including any attempt to disrupt the assessment or distracting another student
- Exchanging information or in any way supporting the passing on of information to another student about the content of an assessment
- Failing to comply with the instructions of the assessment supervisor responsible for the content of the assessment
- Using an unauthorised calculator when one is not permitted.
- Using a phone, smart watch or calculator during an assessment to record or research information
- Receiving non-permitted assistance in the completion of work such as from parents, friends, relatives, other students or private tutors.

5. Citations and Bibliographies

List your sources through citations, and a reference list or bibliography. Each reference is cited immediately following the quote, paraphrase, etc. Example:

During World War One, women faced the war with the same enthusiasm as men but were forced to participate in different ways. As Patsy Adam-Smith says, 'We are made as men are made, but convention has forced us to show a different face to the public.' (Adam-Smith, P. 1984, pg. 85)

When citing students are expected to acknowledge where their reference came from. It consists of the author's username, date of publication and page number from which the reference came. The reference, of course, needs to be included in the student's bibliography.

The bibliography lists all sources used in the student's research, whether or not they have been cited in their work. A bibliography is put at the end of the paper, on a separate page. Sources are listed in ALPHABETICAL order according to the author or editor's name.

Books

The following details should be used to list a book in your references:

- Author(s) or Editors surname and initial in capitals.
- Title (underlined or in italics),
- Publisher,
- Place of Publication,
- Date of Publication.

For example:

Baines, R. (ed) *Paper Windows – An Anthology of Short Stories*, Cambridge University Press, Cambridge, United Kingdom, 2001.

Citing Electronic Sources

The following details should be noted to cite an electronic resource such as a web page:

- Author(s) or Editor(s)
- Title of the page (look in the bar at the top of your browser)
- Title of the site (go to the site's homepage)
- Date the page was last updated or the copyright date
- The full internet address (ULR) of the page (<http://etc.>)
- The date that you accessed the page
- Any other details that might help someone else find the part of the page or website you used.

For Example:

Nuwer, R. *The problem with India's man eating tigers*, BBC Future, November 2019, <https://www.bbc.com/future/article/20191120-the-problem-of-indias-man-eating-tigers> Accessed 22 April 2020.

6. Consequences of Academic Dishonesty

If a student is believed to have engaged in malpractice/plagiarism, the teacher and Head of Faculty will investigate the matter. If it is found that the student has breached the Academic Honesty Policy there are a variety of disciplinary measures that can be taken ranging from a verbal and written warning, through to not receiving a mark for the relevant criteria for the assigned task.

The appropriate disciplinary measure will ultimately be at the discretion of the Middle or Senior School Panel including the Head of Faculty and Head of School who will notify parents. Teachers will work with the student to support them in meeting the referencing requirements for future assessments.

Reference List

International Baccalaureate Organization, *MYP: From Principles into Practice*, International Baccalaureate Organization (UK) Ltd, United Kingdom, 2014.