



# SPOJENÁ ŠKOLA

## Gymnázium Jura Hronca a Základná škola Košická

Novohradská 3, 821 09 Bratislava  
Tel (02)55569725 Tel (02) 55571122



### PYP ACADEMIC HONESTY POLICY

#### ACADEMIC HONESTY

**The basis for personal and academic development is honesty. Personal commitment, honest work and honest achievements are necessary characteristics for an educated person. Without honesty in the classroom there can be no true learning of academic subjects. It is not a topic that would be specifically taught as part of the curriculum in every class, honesty should be so fundamental an expectation in school that it is an unquestioned foundation of academic culture in every school.**

At our school we understand that the Academic honesty is part of being “principled”, a learner profile attribute where learners strive to “act with integrity and honesty”.<sup>1</sup>

*Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.*<sup>2</sup>

Acting with Academic honesty means that we ensure that a school’s procedures for this practice are transparent, fair and consistent. We understand that it describes the rights and responsibilities of all members of the school community so that everyone understands what constitutes good practice, and misconduct, and what actions are to be taken if there are transgressions.<sup>3</sup> Teachers should inspire the students to behave in an academically honest way and should discuss this matter with students on regular basis starting from the PYP 1.

The academic policy of the school is stated in the Student Agenda given to every student at the beginning of the school year. It is also available on the school web site for students, parents and teachers.

#### **Academic Honesty relates to Academic work which can be defined as follows:**

Any work submitted by a student which will be used for academic assessment for example culminating project, group work, presentations, creative work, independent work or any work the author of which claims to be his/her own. Academic work can be in electronic, written or oral form.

<sup>1</sup> IB learner profile in review: Report and recommendation (April 2013), page 21

<sup>2</sup>International Baccalaureate Organization, Primary Year Programme, Making the PYP Happen: A curriculum framework for international primary education (2009), International Baccalaureate, Printed in the United Kingdom by Antony Rowe Ltd, Chippenham, Wiltshire

<sup>3</sup> Academic honesty in the IB educational context, International Baccalaureate Organization 2014, August 2014, <http://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>, accessed 12.12.2017.

## **Behavior that does not fall in line with the principles of Academic honesty**

The following is an illustrative, but not exhaustive list of unacceptable behavior in terms of Academic work.

- Copying another person's work
- Allowing one's own work to be copied
- Cheating in any form of examination
- Plagiarism
- Data falsification
- Forgery of parents'/ guardians' signature

## **Tips for avoiding unacceptable behavior**

**Self-management skills** – be open-minded and take pride in your work, plan and carry out activities connected to any work effectively, use your time effectively and appropriately, always do your best to finish your work and do it as well as you can.

**Social skills** – accept the responsibility for taking on and completing a task in an appropriate manner, while working with others listen sensitively to others and respect their involvement in work, share your work ideas, ask for help from a teacher, friend or family member. If a group work is submitted, it must be acknowledged whose contribution is being submitted or presented. Group work should never be taken as the contribution of an individual.

**Communication skills** – listen for information, directions and express your ideas clearly, explain where the information, pictures, data come from. From PYP 5 make a reference list.

**Thinking skills** – make your thinking visible, make use of previously acquired knowledge in practical or other way, make judgments of decision based non chosen criteria and make sure you can trust your information and think about two or three different points of view, analyze it. Make sure you understand the language and the concepts.

## **Research skills**

Plan your work, develop a course of action, gather information from a variety sources, record, date and organize them, draw conclusions and effectively communicate what you have learnt, assess your work.

## **Prevention**

All stakeholders agree that it must be made clear that honest practices are expected and repeated cases of dishonest practice are unacceptable at the school and will be dealt with.

## **Consequences of academic dishonesty**

- Cases of academic dishonesty will be dealt with on a case by case basis.
- The teacher who discovers the dishonesty shall report the case to the class teacher who will immediately inform the parents and the PYP coordinator or the head of the international school.
- Evidence of cheating shall be kept on record for later action.
- The student will be given the opportunity to explain himself/herself and this shall be taken into consideration later as well.

- The school reserves the right to impose penalties.

## Guidelines for citing and referencing for PYP 5

An Individual declaration of Academic Honesty is signed by every PYP 5 student and this document is a part of the document – Welcome to PYP exhibition, which is the Exhibition student Booklet.

**Citation** – is a quotation from or reference to a book, paper, or author, especially in a scholarly work. It says where the work comes from if it is another source. It gives the information necessary to find that source again including:

- name of the author
- title of the work
- name and location of the publisher
- date of the publishing

According to *Effective citing and referencing* (August 2014)<sup>3</sup>

**What to cite:** As creators/authors, we are expected to acknowledge any materials or ideas that are not ours and that have been used in any way, such as quotation, paraphrase or summary. The term “materials” means written, oral or electronic products, and may include the following.

- |           |                 |              |
|-----------|-----------------|--------------|
| • Text    | • Artistic      | • Letters    |
| • Visual  | • Lectures      | • Broadcasts |
| • Audio   | • Interviews    | • Maps       |
| • Graphic | • Conversations |              |

Basic and common knowledge within a field or subject does not need to be acknowledged. However, if we are in doubt whether the source material is common knowledge or not, we should cite!<sup>3</sup>

### For Exhibition work the requirements are following:

All references used in the main body of an assignment need to be included in the reference list. Books, journals and other media are all included in the same list.

### Books

Books are listed by author, date, title, place of publication, publisher:

Lave, J. (1988) *Cognition in Practice*, Cambridge: Cambridge University Press

### Internet

For internet pages, the following must be included – the full address of the page, which can be copied from the address bar, which normally appears at the top of the browser, Date accessed:

Carroll, J. July 2012. *Academic honesty in the IB*, IB Position Paper, <http://blogs.ibo.org/positionpapers/files/2013/02/Academic-honesty-in-the-IB.pdf>, date accessed 12.12.2017

<sup>3</sup> Academic honesty in the IB educational context, International Baccalaureate Organization 2014, August 2014, <http://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>, accessed 12.12.2017.

### **Newspaper and magazine articles**

Journals are listed by author, date, title of article, title of journal, part number, page numbers (beginning of article – end of article)

Somekh, B and Davies, R. (1991) 'Towards a pedagogy for information technology', *The Curriculum Journal*, 2, 153-70.

### **Direct citation in the text should be given as such:**

#### **From a book:**

"Donald Duck studies history (Disney, 1964, pp.45)"

In the reference list - books are listed by author, date, title, place of publication, publisher.

#### **From newspaper and magazine articles:**

Newspaper and magazine articles are cite in a similar way to books. Journals are listed by author, date, title of article, title of journal, part number, page numbers (beginning of article – end of article).

#### **From internet:** through the numbered footnote

As Carroll has noted, "deliberate breaches form a relatively small proportion of dishonesty cases whereas up to 80% in most years involve misuse of others' work through plagiarism or collusion".<sup>1</sup>

In the reference list – the full address of the page, which can be copied from the address bar, which normally appears at the top of the browser, date accessed.