



Overview:

Academic honesty is defined as “an authentic piece of work based on one’s original ideas, and work of others is fully acknowledged.”¹ Students at Williams School are expected to follow the academic honesty policy by being principled students who act with academic integrity.

Academic dishonesty is defined as behavior that gives students an unfair advantage over others. Students who participate in any form of cheating through plagiarism, copying, use of unauthorized materials, and inappropriate collaboration exhibit behaviors of academic dishonesty.

Key Terms and Examples

- Plagiarism: IB defines plagiarism as “the representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear and explicit acknowledgement”. Examples of plagiarism extend beyond the use of words and also include copying artwork, photographs, diagrams, illustrations, data and maps without acknowledging the original source. Translating from one text to another without citing the original source is also an act of plagiarism.
- Examples of conventions for citing and acknowledging original authorship include using MLA format to cite your source. Unless otherwise noted by the teacher, all students should use MLA format for citations. For further information on MLA citation, please visit <https://owl.english.purdue.edu/owl/>.
- Example of a citation using an online source:
 - "France." Britannica School, Encyclopædia Britannica, 16 Sep. 2016. school.eb.com/levels/middle/article/France/274407. Accessed 9 Mar. 2017.
- Example of a citation using a book source:
 - Henley, Patricia. The Hummingbird House. MacMurray, 1999.
- Collaboration: Includes working with someone to produce or create something. An example of collaboration would be working as a team to achieve a shared result.
- Collusion: IB defines collusion as “supporting academic misconduct by another student.” An example of collusion would be allowing another student to copy your work and submitted as their own.
- Duplication of Work: IB defines the duplication of work as “presentation of the same work for different assessment components. An example of duplication of work may be turning the same work in for an extended essay that was also previously turned in for an internal assessment.

*Teachers at ASFL will advise students as to the appropriate convention that they require to cite and acknowledge sources.



Expectations:

At ASFL, students should:

- Collaborate with peers and credit individual contributions for group assignments
- Actively contribute to all group assignments
- Demonstrate their individual knowledge and understanding for various assessments
- Be responsible for his or her own work
- Cite any outside sources used in assignments

At ASFL, teachers should:

- Emphasize prevention of academic malpractice
- Instruct and guide students toward appropriate citation of work
- Use all available tools to detect student malpractice

Consequences:

There is no tolerance for student academic malpractice. Consequences may vary from parent notification to out of school suspension and diminished grade, depending on the level of assignment.

Student/Parent Signature:

I, _____, understand and agree that as a principled IB student it is my responsibility to uphold ASFL’s Academic Honesty Policy. Therefore, I will not participate in any form of academic dishonesty.

Student’s Signature: _____

Date: _____

I support and accept my child’s adherence to ASFL’s Middle Years Programme Academic Honesty Policy.

Parent’s Signature: _____

Date: _____