RCHK Academic Honesty Policy

RCHK, in accordance with the International Baccalaureate (IB) recognise that academic honesty should be addressed positively, emphasizing the benefits of appropriately conducted academic research as well as respecting the work of others.
Academic Honesty is a fundamental and important value for IB programmes and it is central to a constructivist approach. Students must be creative, independent and principled learners. Across all programmes, IB learners' work needs to exemplify the values of honesty and integrity both of which underpin the IB curriculum (Carroll 2012).

Rationale & Purpose
- to develop responsible, principled and ethical behaviour throughout the school community in line with the college mission statement
- to ensure there are appropriate measures in place to ensure academic honesty is consistent across the community
- to ensure the RCHK community is knowledgeable about the school's expectations of academic honesty and requirements so students may progress and succeed through the IB programmes without incident
- to reinforce and acknowledge rights as a creator along with respect for the work of peers and other creators
- to encourage and use a consistent style of referencing APA is taught college-wide (see Academic Honesty Scope & Sequence)
- to create learning opportunities for students to produce authentic work.

Definitions (IB 2014)
The IB defines academic misconduct as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components.
- **plagiarism**: the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- **collusion**: supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another
- **duplication of work**: the presentation of the same work for different assessment components
- **fabrication**: producing primary data unsupported by research.

Examples of breaches of academic honesty at Renaissance College could include:
- **plagiarism**: using the internet to copy & paste someone else's work into a piece of homework/coursework; copying work from another student during a test or examination; submitting a piece of work written or designed by someone else (this could be a family, friend, outsources or a paid service).
- **collusion**: supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another
- **duplication**: submitting a piece of work for more than one assessment. Duplication also includes the use of downloaded media (visual, musical, text, video and audio)
- **fabrication**: falsifying primary research results for a Personal Project or Extended Essay for example

- **misconduct:** during an examination for example, taking unauthorised materials into an examination; behaviour that disrupts or distracts other candidates; communicating with other candidates
- any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate: for example, falsifying a CAS record, disclosure of information and receipt of information from candidates about the content of an examination within 24 hrs after the IB Diploma examination via any form of communication/media.

Academic Honesty and the RCHK community

Details of RCHK's Academic Honesty expectations will be made available to the college community. In the secondary school, Academic Honesty is reported to parents under the ATL 'Self Management' and reflected in the PYP under the LP 'Principled'.

Learners have the responsibility to:
- be principled, honest, and respectful of others' work and ideas
- be knowledgeable of how to be academically honest
- be aware of what authentic work is and create their own original work
- be aware of their own intellectual property rights as a creator
- show and receive proper credit for their own creative and research process
- be aware of the consequences of academic misconduct/dishonesty
- be aware of their personal barriers to academic honesty and endeavour to reduce them in their personal behavior

Causes of breaches of academic honesty at RCHK might include:
- lack of knowledge and skills of standards and styles of academic honesty
- misinformation of acceptable standards and styles of academic honesty
- pressure from workload
- student misinterpretation and misunderstanding of the task
- restricted language skills
- poor time management

Teachers have the responsibility to:
- be responsible for academic honesty within their classroom environments in accordance with the agreed school policy and the academic honesty scope and sequence
- plan and teach learning experiences to promote creative and critical thinking
- design assignments which enable students to produce authentic original work rather than a reproduction of factual information
- provide students with age-appropriate research suggestions to support their learning and to model academic honesty
- understand and practice academic honesty through the application of the principles in their learning environment
- support student learning to teach academic honesty through the taught and assessed curriculum, ie. summarising, quoting, and paraphrasing and the use of appropriate tools as listed in the IB – ATL Research Skills (Information Literacy - Finding, judging and creating information)
- conduct IB core externally marked/moderated assessments (PYP Exhibition, Extended Essay, Personal Project, Theory of Knowledge, Internal Assessments) according to academic honesty principles set out by the IB

- follow the correct procedures as outlined in the Acceptable Behaviour Guidelines (Sec)
- support learners to reflect upon their choices leading to academic misconduct in an effort to learn and grow from their experiences
- teachers submit student work through Turnitin.com

The College has the responsibility to:
- provide guidance on Academic Honesty via the Curriculum Coordinators and the Teacher Librarians
- enable teachers to develop skills in utilising tools and an understanding of Academic Honesty through CPD and collaborative practice to include a range of current on-line tools (for example Turnitin.com)
- make explicit the expectations regarding internal and/or external exams to the school community (students/teachers/parents)
- communicate the expectations of Academic Honesty to the school community through Parent University, school website, information evenings, communications home and 3 Way Conferences
- ensure all curriculum documentation is aligned to the Academic Honesty policy ensuring academic honesty is being consistently modelled and applied
- seek student permission to publish their work online, in print, etc
- monitor student incidents of academic misconduct through a system of record keeping in line with the Acceptable Behavior Guidelines.

Parents have the responsibility to:
- understand the importance academic honesty, how it can be achieved and be aware of the consequences of academic misconduct
- support their child, allowing him/her to create authentic work without excessive intervention from others (including tutors, family, friends etc)
- understand the 'developmental expectations' of Academic Honesty provided through the curriculum at Renaissance College

In the event academic misconduct is suspected

Please refer to Secondary Acceptable Behavior Guidelines - Academic Misconduct section for further details and age-specific consequences. Plagiarism in external IB examinations, IB Extended Essay, MYP Personal Project, Internal Assessments, TOK etc must be reported to the MYP/DP Coordinator who will take action according to the guidelines set down by the IB policy on Academic Honesty.

Formation of the RCHK Academic Honesty Policy

The Academic Honesty policy has been drafted/ reviewed by a committee consisting of the following: Cross College IB Programme Coordinators; Teacher librarians; Vice Principal - Learning Technologies; EE Coordinator; PP Coordinator; TOK Coordinator,; interested members of staff.

POLICY Review Cycle

Review Due: April 2021

March 2007	Policy Drafted	Approved
April 2016	Policy fully reviewed & updated.	Approved by CLT 11