



ACADEMIC HONESTY POLICY AT SEKOLAH MENENGAH KEBANGSAAN DATO' SHEIKH AHMAD

INTRODUCTION

At SMK Dato' Sheikh Ahmad, Academic Honesty is a school priority and will ensure all teachers and students understand and value this attribute. Hence, students will be provided with the knowledge and skills to apply concepts related to this attribute to their work.

In accordance with the IB Learner Profile, students must strive to be “principled” with “integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere”. This should be demonstrated through the student’s work, which not only should reflect their own creativity, and abilities but also their capability to acknowledge the contribution of others.

All teachers are committed in promoting academic honesty in a positive and practical way. Thus, the purpose of this policy is to define academic honesty and the procedures and practices that will guide our implementation.

This policy is subject to annual review and revision by the MYP IB Committee.

DEFINITIONS

- i. **Academic Honesty** is defined as an authentic piece of work based on one's original ideas and work of others fully acknowledged.
- ii. **Collaboration, Cooperation and Creativity** is defined as legitimate co-operation where students may need to work as a group to collaborate on a project, sharing materials or data collected and discussion of material. Examples of legitimate co-operation and collaboration include:
 - i. informal/formal discussion groups
 - ii. discussions of general themes or concepts
 - iii. interpretation of data
- iii. **Intellectual Property** refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images and designs used commercially. This would include different forms of property rights, such as patents, registered designs, trademarks and copyright. Rights related to copyright include literary and artistic works in novels, poems, plays, films, musical works, drawing, paintings, photographs, sculptures and architectural designs. Forms of intellectual and creative expression must be respected and are protected by law.

ACADEMIC DISHONESTY

- i. Plagiarism** is defined as the representation of ideas or work of another person as the student's own, including copying text or works of art without proper acknowledgement.
- ii. Collusion** is defined as supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another.
- iii. Cheating** is defined as an act of deceit , fraud, distortion of improper use of another person's effort to obtain an educational advantage.
- iv . Any other behaviour** which may result in someone gaining an unfair advantage over another or that affects the results of another student (falsifying data, misconduct during an examination)

ROLE OF TEACHERS

- i. Provide guidance to students by giving specific requirements as well as written examples of proper citation of a variety of sources in all subject areas.
- ii. Reinforce academic honesty by providing assessment tasks that require inquiry and creativity, stress on proper research skills and acknowledgement of other's work in the classrooms.
- iii. Class teachers identify work that may not be the authentic work of the student. A teacher may question a student on the content of the essay or task to determine whether the work submitted is that of the student.
- iv. Provide support in research and study skills (with the help of counsellors)
- v. Highlight the importance of academic honesty and explain the risks of violating it in the context of their subject.

ROLE OF LIBRARIANS

- i. School librarians play an important role in promoting academic honesty in the school and teaching of research skills to students.
- ii. Students, teachers and parents can seek resources and advice on correct referring and treating the work with others with respect and integrity.
- iii. The school librarian should occupied the library with important resources for the teaching of the correct use of MLA referencing and citation conventions.

ROLE OF COUNSELLORS

- i. Provide further advice and guidance to students on implementing the Academic Honesty Policy.
- ii. Give students instructions for research paper writing methods, guidelines on reading and writing skills and good practices without committing malpractice.
- iii. Develop training session on citation to students.

ROLE OF STUDENTS

- i. Responsible for completing their own work and engaging in authentic research, with proper citation of resource materials.
- i. Adhere to rules and regulations relating to school examinations.
- iii. Adhere to both SMKDSA and IB ethical guidelines and act with integrity and honesty.
- ii. Take responsibility for their own actions and accept the consequences of academic dishonesty.

ROLE OF PARENTS

- i. Develop an understanding of academic honesty in the school setting and beyond. Parents should read this policy and understand what academic honesty and dishonesty are. They should also be aware of what are the consequences of academic dishonesty.
- ii. Encourage their children to adhere to the school's academic honesty policy.
- iii. Provide support by monitoring children's work at home such as use of computer, homework and written tasks.

PROCESS AND PROCEDURE FOR IMPLEMENTATION OF THE POLICY

- i. The Academic Policy has been developed in accordance with the MYP IB general regulations.
- ii. The policy will be given to all teachers and students at the beginning of the year.
- iii. Parents will be briefed on the Academic Honesty Policy, their responsibilities and role during Registration Day and Parents-Teachers conference(s) at the beginning of the year.
- iv. The school uses the Modern Language Association (MLA) conventions for citation of others work. Students and teachers should refer to Appendix 1" for details of the school's citation conventions.

- iv. The school will use a variety of methods to help detect academic dishonesty. Cases must be reported to the Senior Assistant of Administration and Academics and the Senior Assistant of Students' Affairs.

CONSEQUENCES OF ACADEMIC DISHONESTY

- i. Consequences for academic dishonesty are addressed in the school's discipline policy and shall be handled accordingly.

Sometimes student(s) may unintentionally commit an act of academic dishonesty. For example, student(s) find themselves unwittingly committing collusion by sharing work with their friends, not knowing that their work will be copied.

These student(s) would not be subjected to procedures of academic dishonesty but given a warning and advice not to commit the same offence in future.

- ii. Any case of academic dishonesty will be dealt with by procedures which would ensure equity; consistency, procedural fairness, timely resolution of the case and achievement of appropriate and effective outcomes.

- iii. List of penalties to students in the event of academic dishonesty are as follows :

- 1. Plagiarism and Collusion dealt by subject teacher.

Oral reprimand. Student is asked to redo work and, provide feedback on the work based on the criterion. The penalty is not including the grade when considering a student's final grade.

- 2. Cheating during summative tests/ falsifying data is dealt by subject teacher and disciplinary board.

Parents will be informed of misdemeanor and it will be recorded by the disciplinary board.

Student would have to re-sit for the test or re-do task.

Prepared by :

Senior Assistant of Administration and Academics
Senior Assisstant for Students' Affairs
Counsellors
Secretary of Examination Committee

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Bibliography

1. Carroll, Jude. "Academic honesty in the IB." International Baccalaureate Organization 2012. N.p. October 2012. Web. 1 June 2014.
2. Honolulu Community College Library Guide. "MLA Citation Examples." library@hcc.hawaii.edu 2010. N.p. 25 Jan. 2010. Web. 30 May 2014.
3. IB. 2008. IB learner profile booklet. Cardiff,UK. International Baccalaureate.
4. IB. 2014. MYP : From principles into practice. (For use from Sept.2014/Jan.2015)Cardiff,UK . International Baccalaureate
5. Eagle Valley Elementry Academic Honesty Policy. Web. 10 August 2014
6. Fridley Public Schools Academic Honesty Policy. Web. 10 August 2014
7. Nazarbayev Intellectual School of AstanaOsaka International School K-12 Academic Honesty Policy. Web. 3 August 2014

APPENDIX 1

EXAMPLES OF CITING AND ACKNOWLEDGING ORIGINAL AUTHORSHIP

Referencing Sources

In order to avoid academic dishonesty, the whole school will use the MLA citation style.

All teachers and students will be given a copy of the guidelines for acknowledging sources.

The purpose of referencing is to enable the reader to find the original works where you found your ideas or that you have quoted from. Students should give full references in a separate section at the end of any work handed in, but should also give a clear indication of where they have been used in the main body of the work as well.

PARENTHETICAL CITATIONS

Formula:

- | |
|--|
| <ol style="list-style-type: none">i. Author's last name and the page number at the end of the sentence ORii. Place the author's name within the sentence, the page number at the end |
|--|

For Example

- i. There is a significant number of truancy among teenage boys compared to girls (Salleh 102)
- ii. Salleh concluded that there is a significant number of truancy among teenage boys compared to girls (102)

BIBLIOGRAPHY

A list of the sources cited or consulted in preparing your research paper, arranged alphabetically by author's last name

Books

This is the basic format for a bibliography entry.

One Author

Formula :

<p>*Author. Title of Book. City of Publication : Publisher, Year. Type of Material.</p>

<p>*Write author's name as Last Name, First Name (in all forms of publication)</p>

For Example

Salleh, Mohamad Nazri. Gejala Sosial di Kalangan Remaja. Kuala Lumpur: Sasbadi, 2002.
Bahan Bercetak.

Two or More Authors

Formula :

<p>List of names in the order they appear on the title page, with commas between authors, and a period after the last author's name.</p>
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<p>*Only the name of the first author should be reversed (Last Name, First Name); the other name(s) should be written in regular order.</p>

<p>* For more than three authors, give only the first author and add <i>et al.</i>, or give all the name</p>
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For Example

- i. Lai Heong, Choy., Angeline Vijayarajoo. Towards Better SPM Compositions. Petaling Jaya: Penerbit Fajar Bakti Sdn Bhd, 2000. Bahan Bercetak.
- ii. Laverty, Melinda F. *et. al.* Biodiversity. Westport: Greenwood, 2008. Print.

Journal Articles

Formula :

Author. " Title of Article." Title of Journal Volume number
Issue number (Year) : Pages. Type of Material.

For Example

Reynolds, Kim. " How to encourage team building." 21st Century Education 5 (2010) : 51-5. Print.

Newspaper Articles

Formula :

Author. " Title of Article." Title of Newspaper
Date, edition : Page(s). Type of Material

For Example

Yusof, Muhamad Zambri. "PT3 Ganti PMR" Berita Harian 24 Apr. 2014 : 10. Bahan Bercetak.

Web Sites

Formula :

Author. " Title of the web Page." Title of the Overall Web Site.
Version or edition. *Publisher or Sponcer, Date. Web.
Date of Access.
*Publisher or sponcer of Web Site is not indicated (write N.p)

For Example

Carroll, Jude. " Academic honesty in the IB. " International Baccalaureate Organization 2012. N.p. October 2012. Web. 1 June 2014.

Interview Conducted by the Student

Formula :

Name of Person Interviewed. Type of interview. (Personal or Telephone)
Date.

For Example

Sabri, Anis Najhan. Personal. 10 Nov. 2013.

APPENDIX 2

ESSENTIAL AGREEMENT ON ACADEMIC HONESTY POLICY

I, _____

NCIR No : _____ confirm that I have read and understood SMK Dato' Sheikh Ahmad Academic Honesty Policy, and agree to abide to the principles and procedures of the policy and will accept responsibility of my action and the penalties stipulated in the policy if I have been found committing academic dishonesty.

(signature)

(Student's Full Name)

(signature)

(Parent's Full Name)

Date :