



مدارس الظهران الأهلية  
Dhahran Ahliyya Schools

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## ACADEMIC HONESTY POLICY

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### Academic Honesty Policy Committee Members

Directors

Supervisors

Teachers

Counselors

Students

Parents

## **DAS Mission**

Inspired by the principles of Islam, the mission of Dhahran Ahliyya Schools is to empower each student to be a compassionate, thinking, lifelong bi-lingual learner who makes a positive difference, locally and globally.

## **DAS Vision**

Our vision is to provide a world-class education with an Arab and Islamic identity through a pioneering learning community that is sustainable and socially responsible.

## **The International Baccalaureate's Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## **The IB Learner Profile**

**Inquirers:** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**Knowledgeable:** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**Thinkers:** We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators:** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**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.

**Open-minded:** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Caring:** We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Risk-takers:** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced:** We understand the importance of balancing different aspects of our lives—intellectual, physical, (spiritual) and emotional— to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**Reflective:** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## Philosophy

Dhahran Ahliyya Schools (DAS) community embodies a spirit of mutual trust and intellectual honesty that is central to the Islamic values, school mission, and the IB Learner Profile, particularly striving to be **principled** and represents the highest possible expression of shared values among the members of the school community. Students who commit themselves to upholding the academic honesty policy will be instilled with a sense of integrity and personal achievement that will support long-life learning and success.

### **"Just do what's right"**

#### **DAS Academic Honesty Policy**

**Is a set of intrinsic values and skills that promote personal integrity and good practice in each and every aspect of teaching, learning and assessment.**

***Students respect others' intellectual property and submit work with their own ideas and imagination with integrity and honesty, and take responsibility for their own actions.***

**It is a collective essential agreement of bearing responsibility as members of the school community including students, teachers and parents.**

### **Academic Misconduct and its constitutions**

Students attending DAS are expected to conduct themselves honorably in pursuit of their education. Cheating, plagiarism, and fraud violate ethical codes of conduct and will not be accepted at DAS. The Academic Honesty Policy expressly forbids the following academic violations:

#### **A. Cheating**

Examples of cheating include but are not limited to:

- Copying another person's work
- Allowing another person to copy your work
- Using unauthorized notes, aids, or written material in any form
- Talking, copying from another person's paper, or giving or receiving information by signs, gestures, or deception during any type of assessment
- Using notes or any kind of information without permission during assessments
- Sharing or publishing assessments or part of them without permission

#### **B. Plagiarism**

Examples of plagiarism include but are not limited to:

- Presenting someone else's work as your own including the copying of language, structure, programming, computer code, ideas, and/or thoughts of another without proper citation or acknowledgement;
- Copying word for word, without using quotation marks or giving credit to the source of the material;
- Having somebody else do assignments which are then submitted as one's own work.

#### **C. Falsification/Lying**

Examples of falsification/lying include but are not limited to:

- Making an untrue statement verbally or in writing with the intent to deceive;
- Creating false or misleading impressions;
- Forgery of official signatures;
- Claiming submission of work and accusing others of losing or destroying it;
- Assuming a false identity (or asking others to do the same) in order to deceive teachers or administrators;
- Tampering with grades or answers on returned graded papers and requesting a higher grade.

#### **D. COLLUSION**

- Is a form of plagiarism that can occur as a result of inappropriate collaboration during group work and it involves working with someone with the deliberate intention to mislead.
- This could involve working with someone else to produce work which is presented as your own when, in fact, it was the result of secretly working with someone else.

## Collaboration Vs Collusion

Collaboration	Collusion
Working together to achieve a goal	Secret agreement or cooperation especially for an illegal purpose
Working in a joint intellectual effort	Conspiracy
Team work	Cheating

As a learning community, DAS students, faculty, parents and staff agree to exercise academic honesty as a code of honor and integrity. Accordingly:

### A. Students will...

- Review the Academic Honesty Policy
- Discuss with their parents at the start of every school year.
- Exercise academic honesty in all aspects of their work.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers according to their needs.
- Use proper documentation of all sources on assignments.
- Use technology responsibly and in accordance with school/teacher norms and expectations.

### B. Teachers will...

- Develop, model, and sustain ethical practices within the classroom setting.
- Consider the demands of student time and only assign tasks/assessments necessary to meet the objectives.
- Report violations to the administration.
- Confront students who violate the Academic Honesty Policy
- Contact student's parent or guardian regarding a violation.
- Follow the remedial and consequential measures guided by the Academic Honesty Policy

### C. Parents will...

- Review and discuss the Academic Honesty Policy with their child/children at the start of every school year to ensure understanding
- Encourage their child to maintain high standards with regard to integrity, honesty, and personal responsibility.
- Support faculty and administration in enforcing the Academic Honesty Policy
- Guide their child to make careful course selections to avoid excessive course loads and/or extra-curricular commitments.

### D. The administration will...

- Ensure that all faculty, students, and parents receive the Academic Honesty Policy.
- Review and discuss the Academic Honesty Policy with students, parents and teachers to ensure accurate understanding.
- Help contribute to a school-wide environment that encourages adherence to the policy
- Provide comprehensive and regular staff trainings on academic honesty.
- Maintain accurate records of violations with regard to academic honesty.
- Ensure that the Academic Honesty Policy is being applied consistently throughout the school.
- Publish the Academic Honesty Policy on the school website.

**In PYP:**

The PYP is an inquiry-based program and culminates in the PYP Exhibition, which is at Grade 5. This is a collaborative, transdisciplinary inquiry which involves students in identifying, investigating and offering solutions to real-life issues or problems. In doing the research necessary to carry out this challenging task, students will encounter and use many different sources which they need to acknowledge properly.

Our students need to understand the importance of acknowledging others' ideas and work. They have to learn that they cannot copy and paste work from the internet or books and hand it as if it is their own. We need to teach them how to summarize ideas and help them develop the understanding that, while it is acceptable to share ideas and work, we need to recognize ideas/work of contributors and peers we are using. We also, need them to be aware that this also applies on using friends and family members work. The following table outlines our expectations for students at each grade level

Grade Level	Expectations
KG	Identify the source clearly (book, internet website, person...) .
1-2	Identify the type, title and the author of the source.
3-4	Hand in their work in their own words. Begin to record the author and title of the source. Not copy or allow others to copy their work.
5	Hand in work which uses their own words and ideas and not copy or allow others to copy their work. Record the author, title, publisher and year of publication. Record the title of website, URL and date accessed. Reference images.

Students have to acknowledge their sources whenever presenting research work, depending on the expectation for the grade level. All class teachers are responsible for modelling and fostering good practices.

**IN MYP:**

MYP teachers are responsible for guiding and supporting students in the development of academic honesty in ways that prepare them for further study. As students gain experience in the MYP, they can develop the understanding and behaviors necessary to avoid pitfalls in formal high-stakes assessments as well as externally assessed coursework and culminating projects." (IBO, 2014)

**Referencing in the MYP:**

The expectation for use of proper citation starts at the beginning of middle school; this expectation is scaffolded depending on the age and time in the school. Students are expected to use correct and appropriate referencing in all subject areas, according to MLA and/or APA format. As well as including accurate lists of works cited at the end of documents, students must acknowledge sources within the body of their texts. They must also acknowledge the sourcing of images and any other intellectual property used in their own work. Bibliographies and annotated bibliographies should only be used when requested on a task, which also outlines the student's background reading. The following table outlines our expectations for students at each grade level:

Grade level	Expectations
MYP 1	The importance of giving other people credit for their work, ideas, etc. How to use text and electronic resources for research Simple paraphrasing and adaptation of source material Use of direct quotations and citations Simple ways to acknowledge information derived from electronic sources To compile a reference list according to a recognized convention (MLA/APA)
MYP 2	What defines academically honest behavior in a variety of situations (incl. tests) Strategies for evaluating reliability and validity of source material Ways to acknowledge sources informally in writing and speech
MYP 3	A variety of note taking skills Techniques for acknowledging direct quotations with an in-text citation Skills of paraphrasing, summarizing and adapting of source material
MYP 4	Considering bias in reference materials Strategies for evaluating reliability and validity of sources material
MYP 5	Techniques for using translated material Formal skills for acknowledging source material according to a recognized convention (MLA/APA) To apply fair use guidelines and respect intellectual property

### **Malpractice under test conditions and externally moderated course work**

In the case of MYP certificate students' e-portfolio, if teachers suspects that a student has engaged in a dishonest way towards the completion of their work, they will bring it to the attention of the MYP coordinator. The coordinator will meet with the student to discuss the matter and parents will be contacted. If work is submitted to the IB and is flagged as academically dishonest, the MYP coordinator will be contacted, a formal investigation will be undertaken and the student could be prevented from obtaining their certificate.

As part of the introduction to 'The Personal Project' in Grade 10, all staff reinforce good practice regarding research skills. Students are given a copy of the MYP 'Personal Project' guidelines. All students are encouraged to see the librarian about resources, citation, referencing and format on a one-to-one basis. Teachers use Turnitin, a plagiarism detection service.

### **In DP or CP**

In a futuristic perspective, all DP/CP students are expected to use correct and appropriate referencing in all subject areas, according to MLA/APA format. As well as including accurate lists of works cited at the end of documents, students must acknowledge sources within the body of their texts. They must also acknowledge the sourcing of images and any other intellectual property used in their own work. Bibliographies and annotated bibliographies should only be used when requested on a task, which also outlines the student's background reading. The following table outlines our expectations for students at each grade level:

<b>Grade level</b>	<b>Expectations</b>
<b>DP/CP1</b>	A variety of note taking skills Techniques for acknowledging information sources within text Paraphrasing, summarizing and adapting of source material Strategies for evaluating reliability and validity of source material
<b>DP/CP2</b>	How to gather data for research assignments How to write a research paper Techniques for using translated material To compile in-text citations and a reference list according to a common convention (MLA/APA) Apply fair use guidelines and respect for intellectual property

### **Remedies and Consequences of Violating the Academic Honesty Policy**

#### **First Violation:**

- The student will be immediately referred to the Behavioral Committee (consisting of the Academic director, Principal, Supervisors and Counselors) for disciplinary action.
- A written report describing the accurate nature of misconduct will be drafted.
- The parent will be contacted by the teacher regarding the violation.
- The counselor will provide opportunities for student to reflect on the action of misconduct and create an improvement plan with the student to avoid such misconducts in future
- The counselor will organize a meeting with the student and his/her parents to share the reflection and discuss the improvement plan.
- The student will be asked to repeat and resubmit the work under the supervision of the teacher.
- The teacher has the discretion to award a failing grade if the act of misconduct is clearly proven.

#### **Second Violation:**

- The student will be immediately referred to the Behavioral Committee (consisting of the Academic Director, Principal, Supervisors and Counselors) for disciplinary action.
- A conference which includes the administrator, teacher, counselor, parent, and the student will be held to discuss the nature of misconduct and the consequences.
- The misconduct when proven will result in following:
  - The student will lose the privilege to participate in extra-curricular activities
  - The student will be excluded from any local/international trips.
- The behavioral committee will decide additional consequences for the member according to school policies and recommendations of the Saudi Ministry of Education
- One of the consequences could include the student losing the credit for the work and a failing grade on the assessment.

### **Third Violation (and all subsequent violations):**

- All steps taken for the “second violation” of the misconduct will be followed.
- In addition, the student will not be permitted to continue at DAS for the next academic year.

### **Policy Review:**

As an essential agreement among all staff, this policy will be reviewed annually.

### **Publication of the Policy:**

The Academic Honesty Policy will be primarily publicized through the school website. The IB coordinators will use all opportunities of school gatherings, with parents and teachers to highlight key aspects of the policy. Teachers at all levels will discuss the policy at appropriate times such as summative performance tasks, Community and Personal projects, inquiry-based projects, science fairs, and other.

### **References used in the development of this policy**

The following documents were consulted in the process of developing this policy:

SIS. (2017). *Academic honesty policy*. Skagerak International School

UNIS. (2014). *Academic honesty policy*. United Nations International School Hanoi

HCMC. (2016). *Academic honesty policy and procedure*. European International School Ho Chi Minh City

IBO. (2014). *MYP: From Principles into Practice*. Cardiff: International Baccalaureate Organisation.

IBO. (2009). *Diploma Programme: Academic Honesty*. Cardiff: International Baccalaureate Organisation. IBO. (2009).

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Cardiff: International Baccalaureate Organisation.

IBO. (2011). *General regulations: Middle Years Programme*. Cardiff: International Baccalaureate Organisation.