

ACADEMIC HONESTY

(ADAPTED FROM ANAHEIM UNION HIGH SCHOOL DISTRICT and American International School WEST, EGYPT)

Academic honesty and personal integrity are fundamental components of a student's education and character development. The school expects that students and staff will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. The academically honest student produces work representative of his/her own efforts and abilities, whereas the academically dishonest student attempts to show knowledge and skills he/she does not possess by claiming it as his/her own.

Academic dishonesty may take many forms; moreover, the practice of academic dishonesty undermines the purposes of education and denies the student his/her right to personal and academic integrity. One of the hallmarks of the Heritage Student, as reflected in our Dharmic Principles, is authenticity, which also means transparency and of course implies honesty and integrity as well.

Definitions of Academic Dishonesty

Cheating is using dishonest means in an attempt to obtain credit for academic work. The following offenses, including but not limited to those below, are considered examples of cheating:

- Using/providing notes, documents, answers, aids, or helping another student on any
- assessment (i.e. test, quiz, exam, etc.) or assignment unless expressly permitted by the teacher.
- Utilizing communication/electronic devices to send or obtain unauthorized information.
- Taking any assessment in the place of another student, or allowing someone else to take an assessment in one's place.
- Looking at another student's paper, talking during an assessment, or violating any other expressed directions given by the teacher.
- Tampering with teacher materials and/or student records.

Plagiarism is any use of another individual's ideas, words, or work without giving him/her appropriate credit. Plagiarism includes, but is not limited to the following:

- Misuse of published material or material acquired from internet sources, and/or the work of another student. The following offenses, including but not limited to those below, are considered examples of plagiarism:
- Paraphrasing or copying any source without giving proper credit to the author.
- Not using denotation when citing sources.
- Turning in any assignment which is not based on one's own research and writing.

Fabrication is inventing information, falsifying research/projects, and/or using other

- products with the intent to deceive. The following offenses, including but not limited to those below, are considered examples of fabrication:
- Creating a false reason to receive special consideration for an assessment or assignment.



- Citing information not taken from the source indicated.
- Submitting a paper, lab report, or other academic exercise containing falsified data or evidence.

Tampering with teacher materials and/or student records for purposes of cheating or fabrication will not be tolerated. Students who tamper with teacher materials and/or student records are subject to disciplinary action.

Collusion/Copying is another form of dishonesty, by which a student takes credit for work done by another student, by copying it verbatim or In essence and submitting it as his or her own. This includes copying answers on a test as well as copying assignments or homework that is intended to be original work.

Other forms of malpractice:

- Taking unauthorized material into an examination room (such as cell/mobile phone, written notes)
- Leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination
- Misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
- Exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of the examination
- Impersonating another candidate
- Stealing examination papers
- Using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.

Consequences for all of these forms of academic honesty are outlined in the **Discipline Matrix**.

Establishing a Culture of Integrity and Honesty

School leadership must ensure that all teachers and students:

- Understand what constitutes academic honesty, an authentic piece of work and intellectual property
- Receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
- Understand what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination)
- Know the consequences of being found guilty of malpractice.

Teachers must:



- Provide students with enough opportunities to exercise integrity
- Design assignments so that they foster critical thinking and originality and discourage plagiarism or copying
- Hold students accountable for strict compliance by imposing consistent and transparent consequences for malpractice

Students must:

- Agree in principle to abide by these policies
- Articulate their understanding of the scope and intention of the policies, grounded in the fundamental value of integrity
- Sign a contract pledging to abide by the policies

Investigating and responding to allegations of malpractice

- If a teacher or another student makes an accusation of malpractice, the subject teacher must conduct an investigation
- If evidence is found to support the allegation, the matter can be handled in the following manner, as consistent with our Discipline Matrix:
 - Misrepresentation or copying of homework: the student(s) must do the assignment again and receive no credit for copied work
 - More serious incidents, such as cheating or copying on a daily assignment or repeated minor incidents, would result in loss of credit for the assignment(s) as well as behaviour probation and / or suspension
 - More serious incidents, such as cheating on a test or blatant plagiarism or repeated incidents of a less serious nature, or a serious violation of our internet policy (such as impersonation or identity theft) could result in rustication