

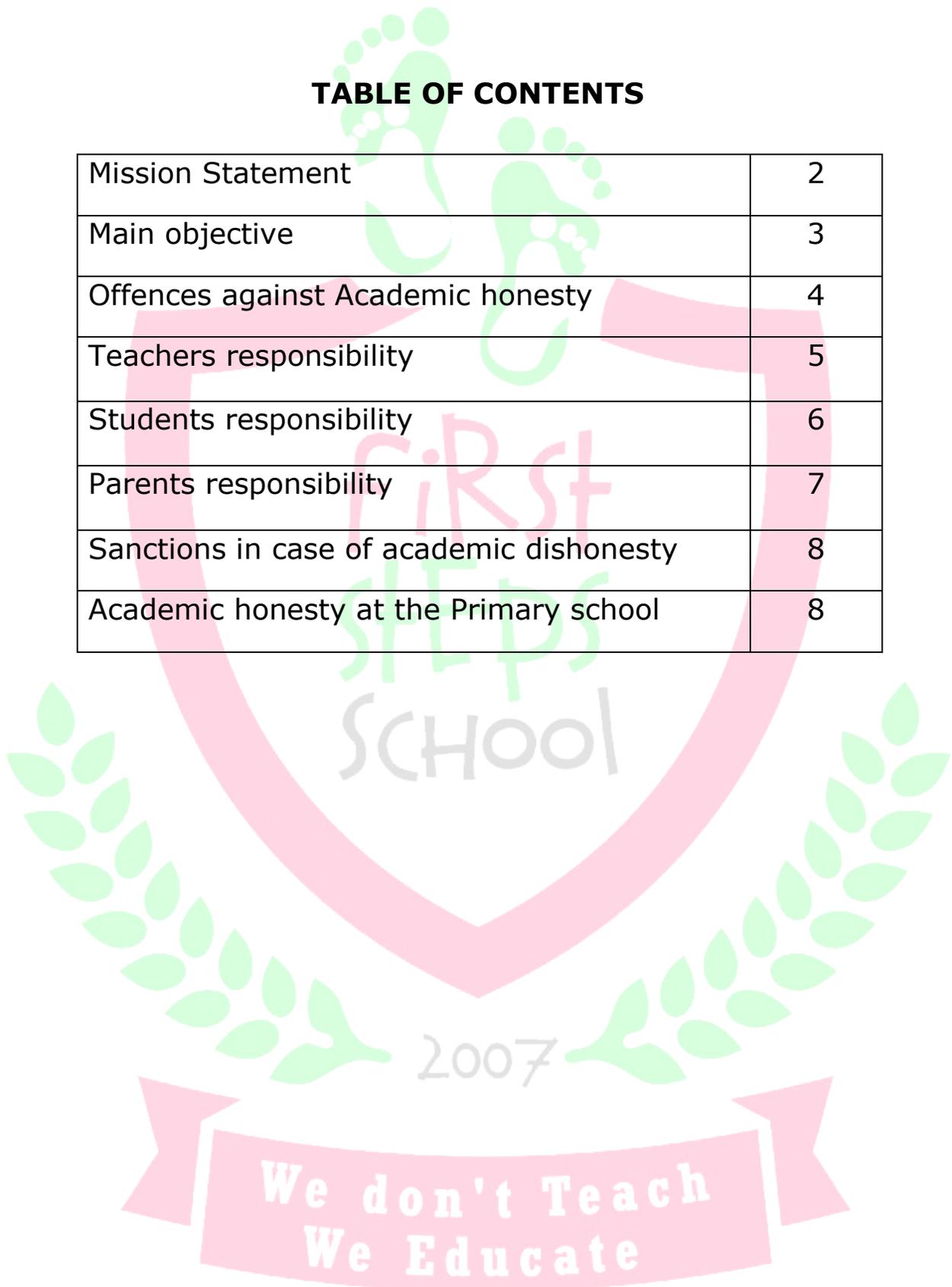


# Academic Honesty Policy



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## **I. MISSION STATEMENT OF FIRSTSTEPS SCHOOL**

**FirstSteps School aims to move forward with the already adopted motto "We don't Teach – We EDUCATE" and the Mission "INDIA FOR WORLD"**

- I** Inculcate universal brotherhood and values
- N** Nurture innocence, uniqueness and creativity
- D** Develop concern for environment in particular and the Planet Earth in general
- I** Imbibe entrepreneurial skills & international mindedness
- A** Acquire habit of inquiry
  
- F** Foster international education system
- O** Open mind for the development of intellect, self-esteem, self-confidence and critical learning
- R** Respect one-self and others
  
- W** Welcome the change and develop it with a positive attitude and vision
- O** Organise self-discipline
- R** Right environment to develop inquisitiveness for learning and to dissipate learning beyond the classroom
- L** Learners for life time and leaders of tomorrow
- D** Develop the virtue of understanding others' perspective

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## MAIN OBJECTIVE

The main objective of the policy on academic honesty at FirstSteps School is to create an intellectual climate in which sanctions and procedures which accompany academic dishonesty become superfluous.

International Baccalaureate (IB) programmes encourage students to inquire and to think critically and creatively; students are then asked to give shape to their thinking through oral discussion or presentations, through visual representations and displays, and in multiple forms of writing. However, we live in an age in which we are all flooded by information and opinions.

How can we help students navigate these waters so that they are able to confidently talk or write about what they are learning, making visible and explicit how they have constructed their ideas and what views they have followed or rejected?

This is essentially what academic honesty is: making knowledge, understanding and thinking transparent. Such transparency needs to be taught and supported throughout a child's education. In order to fully master the technical aspects of academic honesty, such as accurately citing and referencing, students need to understand how knowledge is constructed and, consequently, their own role in furthering knowledge construction and building understanding. The technical skills are essential but the understanding of the concepts and values behind them comes first. A safe and encouraging learning environment in which students can explore ideas and make visible the development of their own thinking will support academically honest behaviors and help to instill the values and principles that lie behind such behaviors.

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## **OFFENCES AGAINST ACADEMIC DISHONESTY**

Academic dishonesty is acts which result or may result in an individual gaining unfair advantage.

The following is a list of such behavior but is by no means exhaustive.

- Plagiarism: offering the words, ideas, works or arguments of another person (in whole or part) as one's own. This includes works of art whether music, film, dance, theatre arts or visual arts.
- Copying from another student or making information available to another student during a test or examination.
- Fabricating or falsifying research data.
- Submitting the same piece of work for more than one course.
- Communicating with another student during examinations.
- Bringing into the examination room materials which are not permitted.
- Altering grades awarded by a teacher.
- Stealing examination papers.
- Using an unauthorized calculator during a test or an examination.
- Impersonating another student.

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## TEACHER'S RESPONSIBILITY

Teachers at FirstSteps are trained to encourage good academic honesty among students.

The following are some of the measures that are adopted:

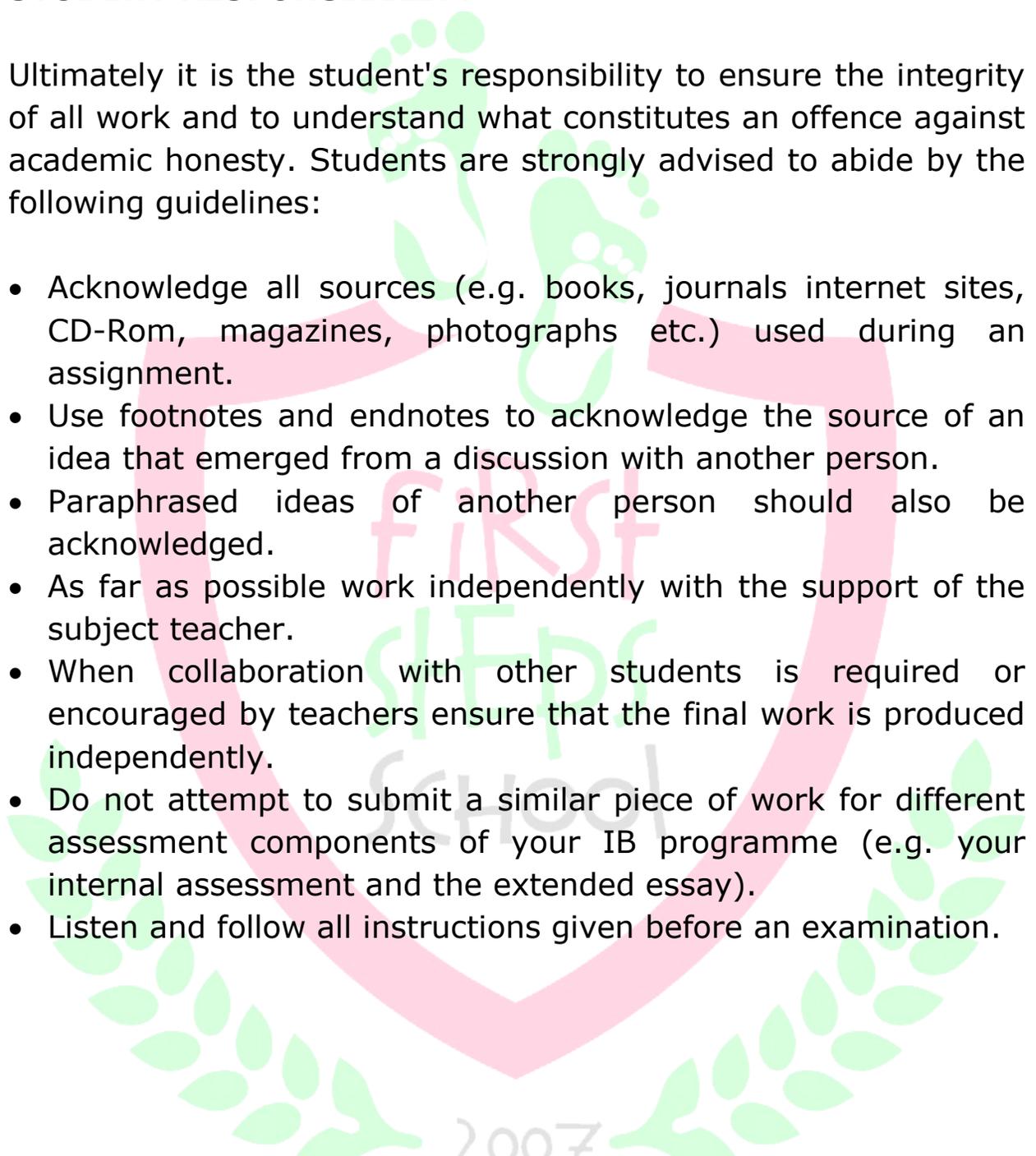
- Provide advice to students when necessary so that students have a clear idea of what constitutes plagiarism in the various subjects.
- Ensure that the words, ideas, works from sources are acknowledged appropriately
- Be vigilant enough to spot inexplicable changes in the style and quality of student work.
- Question students on written work, especially in the extended essay, in order to determine whether it really is that of the student
- Use a search engine whenever possible to detect plagiarized work
- Authenticate student work whenever required.
- The IB expects "each teacher to confirm that, to the best of his or her knowledge, all candidates' work accepted or submitted for assessment is the authentic work of each candidate"
- Be familiar with the IB publication "Academic honesty: guide for schools"
- Not leave candidates unsupervised during examinations.
- Not disclose the contents of an examination paper within 24 hours after the examination has been conducted.
- Not start an examination before the scheduled time.
- Not provide undue assistance to a candidate in components that contribute to the assessment requirement of the IB programme.

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## STUDENT RESPONSIBILITY

Ultimately it is the student's responsibility to ensure the integrity of all work and to understand what constitutes an offence against academic honesty. Students are strongly advised to abide by the following guidelines:

- Acknowledge all sources (e.g. books, journals internet sites, CD-Rom, magazines, photographs etc.) used during an assignment.
- Use footnotes and endnotes to acknowledge the source of an idea that emerged from a discussion with another person.
- Paraphrased ideas of another person should also be acknowledged.
- As far as possible work independently with the support of the subject teacher.
- When collaboration with other students is required or encouraged by teachers ensure that the final work is produced independently.
- Do not attempt to submit a similar piece of work for different assessment components of your IB programme (e.g. your internal assessment and the extended essay).
- Listen and follow all instructions given before an examination.



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## **PARENTS RESPONSIBILITY**

Since the entire FirstSteps community works together for the greater good of the children, hence, the parents too are an integral part of the Academic honesty policy.

The parents are made aware of their responsibility by being a part of ensuring the child's responsibility while carrying out the tasks at home.

### Homework

#### Pre-Primary (Nursery-Kindergarten)

Parents are requested to read to their children every night, play with them, talk to them about their day, share their library books and plan outdoor trips with them as often as possible.

#### Grades 1-5

Primary School students should read for at least 20 minutes every night. Parents are also encouraged to continue reading to their children and to discuss books being read.

#### Purposes of homework:

- To develop a home/school partnership
- To consolidate and reinforce skills, knowledge and concepts
- To extend learning that has taken place in school
- To develop important habits of self-discipline and organization

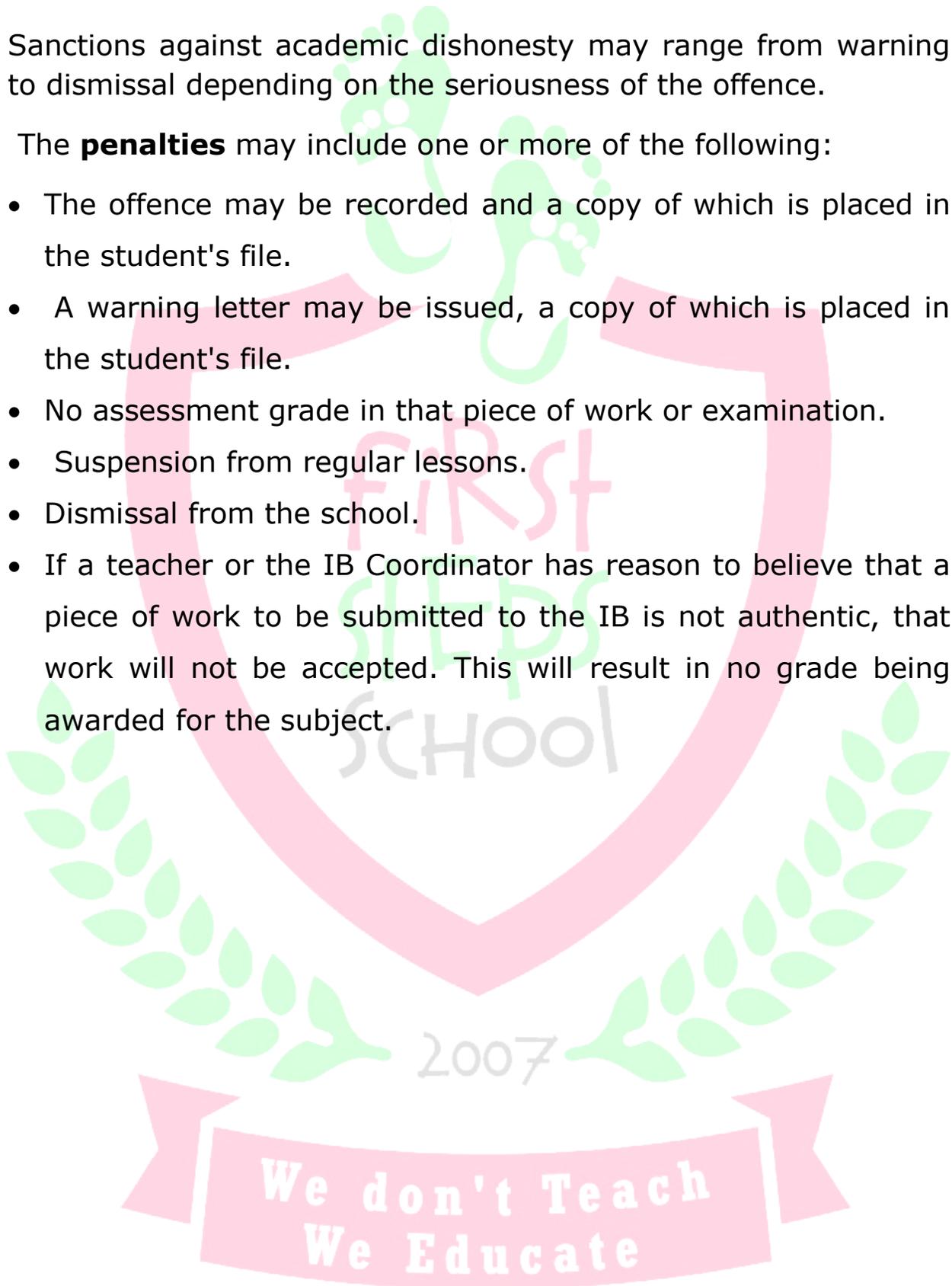
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## SANCTIONS FOR ACADEMIC DISHONESTY

Sanctions against academic dishonesty may range from warning to dismissal depending on the seriousness of the offence.

The **penalties** may include one or more of the following:

- The offence may be recorded and a copy of which is placed in the student's file.
- A warning letter may be issued, a copy of which is placed in the student's file.
- No assessment grade in that piece of work or examination.
- Suspension from regular lessons.
- Dismissal from the school.
- If a teacher or the IB Coordinator has reason to believe that a piece of work to be submitted to the IB is not authentic, that work will not be accepted. This will result in no grade being awarded for the subject.



**Academic honesty at the Primary School** means that students engage in the inquiry process as principled learners and critical thinkers who respect the ideas of others. In doing so, students are expected to make use of the essential elements of the PYP. Students will develop an understanding of the following concepts:

- Form (by developing an understanding of what academic honesty is)
- Causation (by understanding why it is important to be academically honest)
- Responsibility (by understanding and acting on the importance of academic honesty)

Students will learn the following skills:

- The importance of considering different sources to explore a range of perspectives
- The use of key words to research efficiently
- How to highlight, take notes, paraphrase and summarize
- How to think critically about the validity of sources
- How to give credit to whom and where their ideas come from by citing sources, including inspirations
- How to write a bibliography using the agreed conventions (including the title of the source, the author, the publication date, the publisher and the website if relevant)
- How to reflect on the learning process and consider what was learned from different contexts.

Students will become knowledgeable about

- Primary and secondary sources
- The difference between facts and opinions
- Plagiarism

We will model and foster the following attitudes for the students:

- Appreciation for their own work and the work of others
- Respect for different ideas
- Integrity through honesty
- Commitment to learning by showing self-discipline
- Independence in their work and thinking

Ultimately, we aim for the students to take action for themselves by applying their understanding, knowledge, skills and attitudes to take the initiative in being academically honest, and to take pride in their own accomplishments. If a student is found not following these guidelines consciously, a teacher will speak to him/her, and involve the parents if necessary.

