



KHALIL GIBRAN INTERNATIONAL ACADEMY

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Academic Honesty Policy

What is Academic Honesty?

Academic Honesty is the completion of one's work without any unapproved assistance from any other source or individual. To uphold academic honesty, a student must avoid any unapproved assistance from a peer, a family member, a friend, a staff member or any other individual. In addition, a student must follow all instructions involving the use and citation of outside sources such as the internet, books, periodicals or the work of others. All KGIA students are expected to be principled individuals, maintaining the highest levels of integrity and character.

Is it academically honest to allow another student to copy or use my work?

No, you should never allow another student to copy or use your work. Both individuals are behaving dishonestly and risking their academic integrity when this occurs. Both individuals can receive serious consequences. Furthermore, when you allow another student to copy or use your work, you are doing them a disservice because you are not allowing them to grow academically.

How do I know what assistance is unapproved?

Your teacher will provide you with guidelines for what assistance or resources are approved and which are not. If a teacher has not explicitly told you that you are allowed to work with other student(s) or utilize outside resources, **don't**. Always ask questions before you use resources you are unsure about. Your teachers are available during school hours or via email.

What is malpractice?

KGHS and the IB define malpractice as a method in which any student gains an unfair advantage over other students. The four main types of malpractice, as defined by the IB, are listed below:

- *plagiarism: this is defined as the representation of the ideas or work of another person as the student's own*



- *collusion: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another*
- *duplication of work: this is defined as the presentation of the same work for different assignments or requirements*
- *any other behaviour that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).*

(Adapted from the IB Diploma Programme, General Regulations)

Here is a list of practical examples of malpractice:

- Turning in the same paper in two classes without telling the instructors
- Finding an idea on the internet and presenting it as your own
- Taking unauthorized materials into an examination room, including unauthorized calculators, notes or a cellphone
- Interrupting an exam or disrupting another student while they are taking an exam
- Exchanging, copying or allowing another student to copy work
- Passing information during an examination
- Stealing or tampering with examination papers or another student's work
- Impersonating another student

How can I avoid or report malpractice?

It is very easy to avoid malpractice. Just work hard, follow the rules and instructions given by your teachers when given an assignment and be honest. The list above is only a partial list of malpractice examples. There are dozens of others. Email an administrator or teacher if you are unsure of any part of the definition. To maintain your academic integrity, you should notify an administrator or teacher if you suspect malpractice may be occurring or may be about to occur.

What is Plagiarism, in general?

Plagiarism occurs when you use someone else's words, sentences, or ideas as your own and fail to give appropriate credit to the original source.

How can I avoid plagiarizing?

Avoiding plagiarism is easy! Whenever you include an idea, phrase, or picture that you did not come up with on your own - make sure you give credit to the source.

For example:

If you are going to use a picture you got from the internet for a Powerpoint presentation, cite the website information to let your audience know that you didn't take the picture and to give credit to the person who did.

If you are going to use a phrase or an idea that you read, cite the website or book to let the readers know that you didn't come up with the idea or phrase on your own and to give credit to the person who did.

If you are going to use facts or data, cite the source to let your audience know who did the research.

Are there any tools I can use to help me avoid plagiarizing?

There are many tools that can be used to avoid plagiarizing. Here at KGIA we use the MLA citation guide, and easybib.com.

Here is a brief list, borrowed from the Purdue OWL, of what needs to be cited or credited:

- *Words or ideas presented in a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium*
- *Information you gain through interviewing or conversing with another person, face to face, over the phone, or in writing*
- *When you copy the exact words or a unique phrase*
- *When you reprint any diagrams, illustrations, charts, pictures, or other visual materials*
- *When you reuse or repost any electronically-available media, including images, audio, video, or other media*

(Source: Purdue Online Writing Lab Website)

How can I avoid being plagiarized?

There are many steps one can take to avoid having their work plagiarized. Students should back up all their work on a personal thumb drive, Google Drive or email. When using a computer outside of your home, you should back up your work on a personal thumb drive, Google Drive, or an email address. After making sure that your work was saved on your personal drive or email, completely delete the work from the computer that you were using. Always avoid sharing your work in person or online, unless the assignment requires collaboration.

How do I properly cite sources?

At the beginning of a term or project, your teacher should provide you with specific instructions for citing sources. A basic guide for the most common form of citation, MLA, is attached. The MLA form of citation is the recognized form of citation at KGHS, although teachers are free to make adjustments as they see fit.

As a student at KGIA, what consequences will I receive if I commit malpractice?

KGHS' policy regarding "scholastic" or academic dishonesty mirrors the policy of the New York City Department of Education, as found in the Citywide Standards on Intervention and Discipline Measures.

In New York City, malpractice is a Level 3, B32 infraction. It is described below:

**Engaging in scholastic dishonesty.. includes but is not limited to:*

- a. Cheating (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test)*
- b. Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source)*
- c. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)*

According to the discipline code, consequences for these actions can include, but are not limited to, guidance interventions, admonishment by school staff, parent or teacher conference, classroom removal, Principal's suspension for up to 5 days or Superintendent's suspension for up to 10 days. At minimum, work that is produced as a result of malpractice or scholastic dishonesty will be automatically marked as a 0. In all cases, a parent or guardian will be notified.

As an IB student, what consequences will I receive if I commit malpractice?

The IB has a very clear policy regarding malpractice on an IB Assessment. We encourage you to carefully read the "General Regulations: Diploma Programme" document that can be found online. The following is an excerpt from that document:

*“An IB diploma or certificate candidate that is suspected of malpractice on an IB assessment will be invited, through the IB Coordinator, to present a written explanation or defense... After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigation to be made. If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No IB diploma will be awarded to the candidate, but a certificate will be awarded for subject(s) in which no malpractice has occurred. If a case of malpractice is very serious, the final award committee is entitled to decide that the candidate will not be permitted to register for any future examination session. **An IB diploma or certificate may be withdrawn from a candidate at any time if malpractice is subsequently established.**”*

Where can I find more information?

We encourage you to conduct your own research and investigation into academic misconduct and plagiarism.

Here are a few online resources you can use to get started:

The Purdue Online Writing Lab (Purdue OWL)	https://owl.english.purdue.edu/owl/section/2/
The UNC Writing Center	http://writingcenter.unc.edu/handouts/plagiarism/
EasyBib by Imagine Easy	http://www.easybib.com/
NYC Citywide Standards on Intervention and Discipline Measures	http://schools.nyc.gov/nr/rdonlyres/f7da5e8d-c065-44ff-a16f-55f491c0b9e7/0/discocode20122013final.pdf
IB Diploma Programme General Regulations	http://ibo.org/become/guidance/documents/DGeneralregulations_e_FINALFILE.pdf