



INTRODUCTION

AISS practises an academic honesty policy that has been developed in line with IB expectations.

PURPOSE AND VALUE STATEMENT

Our Mission

To future-proof our children in a VUCA world by developing life skills needed to continuously learn, adapt, and thrive while recognizing their common humanity and shared guardianship of the planet.

Our Vision

To be at the forefront of developing aspirational active lifelong learners.

Our School Ethos

- To develop inquiring, knowledgeable and caring young people.
- To promote intercultural understanding, international-mindedness, and respect.
- To create a better and more peaceful world.

Core Values

- *Quality Education*: Providing the best education with reasonable fees.
- *Character Building*: Instilling good values and virtues in students.
- *Community and Citizenship*: Developing a sense of responsibility and contribution to society.
- *Teacher support*: Creating a positive environment for teachers to thrive.

WHY DO WE HAVE THIS POLICY?

With this policy AISS intends to create an environment of integrity while promoting student learning through inquiry.

This is in accordance with both our Core Value, Character Building, where we aspire to instill good values and virtues in students AND the IB Learner Profile, Principled, that requires them to 'act with integrity and honesty, taking responsibility for one's own actions'.

We are committed to creating an environment of integrity where students understand the importance of academic honesty. Thus, we expect our students to be principled and create work that is entirely their own while recognizing original work through the responsible use of information.

WHAT ARE OUR EXPECTATIONS?

Students should complete all classwork, homework, assignments, projects, etc assigned by the teachers timely and responsibly with the spirit of excellence.

At the same time, they should know that any form of academic dishonesty in work submitted will not be condoned. Teachers, administrators, and parents will hold them accountable.

WHAT ARE THE FORMS & DEFINITIONS OF ACADEMIC HONESTY?

Forms of academic dishonesty: cheating, collusion, and plagiarism

CHEATING & COLLUSION

Cheating is defined as using unauthorised answers or sources to receive credit for work. *Collusion* is defined as working secretly with another or using electronic devices to cheat.

Examples (not limited to these):

- Using or copying & submitting an assignment from another as one's own
- Using AI other than for research purposes - example using AI to generate answers for assignments, tests, exams and copying in part or in whole;
- Copying a peer's words or work in part or in whole
- Allowing another to use or copy work to submit as his or her own
- Looking at another's assessment and submitting the work as one's own
- Knowingly assisting another student in the act of cheating
- Discussing test or quiz questions with students who have not yet taken it
- Misconduct and possession of unauthorised materials during exams
- Taking credit for group members' work without contributing equally
- Purchasing another person's work for submission

PLAGIARISM

Plagiarism is defined as disregarding the ethics of intellectual property by not valuing or properly acknowledging the ideas of others.

Examples (not limited to these):

- Quoting or paraphrasing all or part of someone else's work without documentation within the body of the work
- Presenting an idea, theory, or formula originated by another person as one's own
- Using information without documentation from the source
- Copying or pasting directly from the internet or another's document

ROLES & RESPONSIBILITIES IN SUPPORTING ACADEMIC HONESTY

Faculty (teachers, support staff, school counsellor)

- Communicate the difference between appropriate collaboration and collusion
- Instruct students on a recognized citation convention for assignments
- Explain the difference between summarising, paraphrasing, citing, and plagiarising and what this looks like at each appropriate level
- Ensure students understand submission of individual assignments represents having not received nor given aid on the said assignment
- Communicate concerns & malpractice offences with students and via the management, with parents.

Management

- Encourage teachers to report and record academic dishonesty
- Investigate reports of academic dishonesty consistently without prejudice
- Ensure students, teachers, staff and parents are aware of the academic honesty policy - definitions, responsibilities and repercussions
- Provide teachers with professional development on academic writing and referencing
- Provide teachers with tools to guide students on how to maintain academic honesty
- Use plagiarism detection services
- Have a discussion with students and parents for malpractice incidents

Students

- Confirm you understand our academic honesty policy by signing the Academic Honesty Agreement form with your parent/guardian for each academic year
- Be clear that writing your name down on an assignment or assessment certifies it as your own work
- Learn how to include proper citations for assignments
- Ask for guidance when unsure
- Report incidents of academic dishonesty to a trusted teacher / admin staff

Parents, guardians and/or outside support

- Read, understand and sign the Academic Honesty Agreement form with your child/ward for each academic year
- Encourage your child to be academically honest
- Meet up with teachers or management in cases of malpractice to better understand the situation and help your child/ward learn from mistakes

REPERCUSSIONS

All malpractice incidents will be recorded in the school's Discipline Records file and a warning letter will be issued after investigation and a discussion with the student and parent/guardian.

Appropriate consequences will be meted out based on frequency and recurrence of the offence according to the school's discipline protocol found in the Student Handbook.

REPORT AND APPEALS

If the student is suspected of cheating/collusion or plagiarism, teachers will report to the Head of Department, MYP Coordinator and/or Head Teacher and provide the necessary documentation for evidence.

The school will reassess the student's work based on the evidence received within 7 days from the day the report was received.

The school will communicate with the student and his/her parent/legal guardian and inform them whether or not cheating/collusion or plagiarism took place based on all the available evidence.

If it can be determined that cheating/collusion or plagiarism took place, then the School will take the appropriate action based on the extent of cheating/collusion or plagiarism in accordance with the Student Handbook not later than 14 days after the day the report was submitted to the School.

At this point, no appeals will be entertained. The decision of the School is final.

COMMUNICATION PLAN

This academic honesty policy will be published on the school's website. Parents will be notified of this policy via the School2Me app. Homeroom teachers will discuss this policy with students at the start of each term. The school will constantly work on communicating the importance of academic honesty throughout the academic year through various means such as infographics, short informative videos, etc.

REVIEW OF THE ASSESSMENT POLICY

The academic honesty policy will be reviewed at least once each academic year and revised accordingly if required.

ACADEMIC HONESTY AGREEMENT

Any and all work that I submit to any teacher for consideration, assessment or competitions will be my own authentic work. This includes all homework assignments, tests, quizzes, entries for competitions, end-of-term exams, formative assessments (IB Only) and summative assessments (IB Only)

I will learn how to write citations properly to acknowledge someone else's work or ideas and will appropriately acknowledge all uses of someone else's work or ideas. I understand that I can ask for help if I am unsure about what constitutes honesty in any of my assignments.

I will submit only work that I have completed independently. I will not allow other students to copy or to submit work that I have completed.

I have read the school's academic honesty policy.

Student name: _____

Student signature: _____

Date: _____

Parent/Guardian acknowledgement:

I have read the school's academic honesty policy. I have reviewed it with my child.

Parent/Guardian name: _____

Parent/Guardian signature: _____

Date: _____

Written by	Ms Frauline Fernando
Feedback/Comment by	Mr Daniel, Mr Isaac
Revised	20 November 2022
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Written by	Ms Frauline Fernando
Feedback/Comment by	Ms Bhuvana
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