

Delia Memorial School (Glee Path) Academic Honesty Policy

I. Statement of Beliefs

We, at Delia Memorial School (Glee Path), believe that...

- personal integrity is the cornerstone of good character;
- personal integrity is maintained through honesty in speech, actions, and work;
- personal integrity is demonstrated by being morally and ethically principled as promoted in the IB Learner Profile;
- personal integrity is a necessary ingredient of honest success as enshrined in the school's Mission Statement;
- by adhering to the principles of academic honesty, students demonstrate the authenticity of their learning and the sincerity of their respect for the original ideas and work of others;
- academic honesty practices can and must be taught to all students;
- all teachers should serve as role models of academic honesty for students.

II. Students' Rights and Responsibilities

● Students' Rights

- Students have the right to an education that promotes good character, personal integrity, and academic honesty.
- Students have the right to be evaluated, assessed, and appraised on their own merits, including their own performance in tasks, assignments, and assessments.
- Students have the right to make mistakes in the safety of the school environment and to learn from such mistakes, including any instances of academic malpractice.
- Students have the right to expect that their classmates and schoolmates are adhering to this Academic Honesty Policy in their academic work and behavior.
- Students have the right to appeal any accusation of academic malpractice and to have such appeal heard objectively and fairly by the school administrators on a case-by-case basis and in the presence of a parent, guardian, peer, or teacher.

● Students' Responsibilities

- Students have the responsibility to maintain their good character, personal integrity, and academic honesty.
- Students have the responsibility to ensure that their work is theirs alone, except in explicit cases where there is an acceptable and reasonable degree of collaboration between peers.
- Students have the responsibility to avoid seeking or offering any help or assistance from their peers or from anybody if such help or assistance can constitute an act of academic malpractice.
- Students have the responsibility to, if given the chance for remedial action, make up any work as a result of academic malpractice.
- Students have the responsibility to be truthful in their declarations of academic honesty whenever asked.

III. Definitions and Examples of Academic Malpractice

- **Cheating** occurs when a student intentionally and willfully copies the answers of another student during a live assessment, such as a quiz, test, or examination. Cheating also occurs when a student uses unauthorized materials, such as notes, textbooks, or phones, during a live assessment or brings such materials into an examination room.
- **Plagiarism** occurs when a student copies the answers, words, or ideas of another student or another source without properly citing and acknowledging that student or source. Plagiarism is a form of misrepresentation that can be intentional and willful, or accidental and inadvertent. Anti-plagiarism software like TurnItIn.com can be used for checking the possible incidence of plagiarism for assignments.
- **Collusion** occurs when a student intentionally and willfully allows another student to commit acts of cheating or plagiarism, as defined above, using the answers, words, or ideas of the colluding student. Letting another student copy or submit work that is not his or her own is an act of collusion. In cases where collaboration between students is encouraged to complete a task or an assignment, the relevant teacher should exercise his or her professional judgment in evaluating whether collusion as an act of academic malpractice has taken place.

- **Duplication of Work** occurs when a student submits the same work done in one class to fulfill the requirements of another class or the components of another assessment. To avoid committing this academic malpractice, the student should ensure that the work in question has been substantially modified to the extent that the two versions are no longer considered the same or very similar, as judged by the relevant teacher or teachers.
- **General Academic Misconduct** occurs when a student commits an act of academic malpractice not covered in the four definitions above in order to gain an unfair advantage or to help another student gain an unfair advantage in a task, assignment, or assessment. Examples of general academic misconduct include the falsification of data or evidence in experiments or research, the use of an external person such as a tutor or a family member to complete an assignment, the intentional and willful attempt to distract or communicate with another student during a live assessment, and the theft or copying of assessment papers.

IV. Examples of Good Academic Honesty Practices

- To prevent Cheating:
 - Prepare for a live assessment beforehand by thoroughly reviewing previously learned material.
 - Organize notes and other relevant materials in a systematic way for easy referencing.
 - Ensure that no unauthorized materials are present during a live assessment.
- To prevent Plagiarism:
 - Take it as a challenge to complete a task or assignment on your own.
 - Begin working on a task or assignment long before it is due.
 - Use single or double quotation marks or, if the material borrowed is longer than two lines, two-sided indentation to clearly indicate that the exact words in question belong to another person or source.
 - Mention explicitly the name of the author or source when quoting or paraphrasing borrowed material.
 - Include in-text or footnote references using an agreed-upon established citation format, such as MLA or Chicago.
 - Append an accurate bibliography or works cited section at the end of an assignment.
- To prevent Collusion:
 - Believe in the importance of letting your friends or peers complete an assessment, task, or assignment on their own.
 - Work with another student on a task or assignment only when necessary or required by the teacher.
 - Make it clear to peers or friends that under no circumstances should you be asked to collude or your work be used to commit acts of collusion.
 - Consult the relevant teacher(s) for advice when unsure about your contributions in a collaborative task or assignment.
- To prevent Duplication of Work:
 - Take it as a challenge to come up with different ideas for different tasks or assignments.
 - Consult the relevant teacher(s) for permission to use some aspects of an existing work to fulfill the requirements of another class or the components of another assessment.
- To prevent General Academic Misconduct:
 - Use only accurate data or evidence in experiments or research.
 - Take it as a challenge to complete a task or assignment on your own.
 - Focus on your own work during a live assessment.
 - Remember that your personal integrity is at stake when it comes to academic honesty and malpractice.

V. Ways to Cultivate a Culture of Academic Honesty

- Talk about the importance of personal integrity during assemblies.
- Communicate the importance of academic honesty in classrooms.
- Emphasize the attributes of Principled and Reflective from the IB Learner Profile.
- Organize workshops to teach students how to cite and acknowledge sources properly.
- Go over the Procedures for Dealing with Academic Malpractice with the students.
- Invigilate carefully and thoroughly during live assessments.
- Request the submission of prep work, such as initial drafts, rough sketches, research notes, or

- brainstorm maps, as evidence of planning.
- Consult with students regularly about the progress of their work.
- Ask questions on the spot to verify whether a student understands any content included in a task or assignment.
- Submit student assignments through TurnItIn.com or other anti-plagiarism software.
- Safeguard assessment materials in a secure location or storage facility.
- Invite parents and guardians to talks on the importance of academic honesty.
- Require the signing of a Declaration of Authenticity for substantial assignments.

VI. Codes for Academic Malpractice

- Examples of **Category 1 Offenses**:
 - Plagiarism or Collusion in a minor homework assignment
 - Cheating or Collusion in a subject quiz or test
 - Duplication of Work involving one subject
 - General Academic Misconduct involving the falsification of data or evidence in a minor homework assignment
 - General Academic Misconduct involving the suspected use of an external person to complete a minor homework assignment
- Examples of **Category 2 Offenses**:
 - Plagiarism or Collusion in an individual project or major homework assignment
 - Plagiarism in a group project
 - Duplication of Work involving two or more subjects
 - General Academic Misconduct involving the falsification of data or evidence in a major homework assignment
 - General Academic Misconduct involving the suspected use of an external person to complete a major homework assignment
 - General Academic Misconduct involving the theft of a subject quiz or test
 - General Academic Misconduct involving the ringing of a phone during a Unified Test or Term Examination
 - General Academic Misconduct involving the intentional and willful attempt to distract or communicate with another student during a Unified Test or Term Examination
- Examples of **Category 3 Offenses**:
 - Plagiarism or Collusion in a School-Based or Internal Assessment required by a public examination, such as the GCSE, HKDSE, or IB
 - Duplication of Work involving a School-Based or Internal Assessment required by a public examination, such as the GCSE, HKDSE, or IB
 - Cheating or Collusion in a Unified Test, Term Examination, or public examination, such as the GCSE, HKDSE, or IB, that is held in the school
 - General Academic Misconduct involving the falsification of data or evidence in a School-Based or Internal Assessment required by a public examination, such as the GCSE, HKDSE, or IB
 - General Academic Misconduct involving the suspected use of an external person to complete a School-Based or Internal Assessment required by a public examination, such as the GCSE, HKDSE, or IB
 - General Academic Misconduct involving the theft of a Unified Test, Term Examination, or public examination, such as the GCSE, HKDSE, or IB, that is held in the school

VII. Procedures of Dealing with Academic Malpractice

- For **Category 1 Offenses**:
 - The Subject Teacher will investigate and use his or her professional judgment;
 - The Subject Teacher will inform the relevant Class Teacher;
 - The Subject Teacher, in consultation with the relevant Class Teacher, can decide on the appropriate penalties, including but not limited to:
 - ◆ Two Light Demerits
 - ◆ Redo of a minor homework assignment or of a subject quiz or test
 - ◆ A grade of "No Mark," subject to change if work is redone and resubmitted
 - ◆ A phone call to the student's parents or guardians
 - ◆ Lunch or Afterschool Detention
- For **Category 2 Offenses**:
 - The Subject Teacher or Invigilator will investigate and use his or her professional judgment;

- The Subject Teacher or Invigilator will inform the Class Teacher and the Head of Academic Affairs/IB Coordinator, who will then investigate the case further;
- The Head of Academic Affairs/IB Coordinator, in consultation with the relevant Subject Teacher and Class Teacher, can decide on the appropriate penalties, including but not limited to:
 - ◆ One Demerit
 - ◆ Redo of a portion of a major homework assignment or a project
 - ◆ A grade of “No Mark,” subject to change if work is redone and resubmitted
 - ◆ A phone call to the student’s parents or guardians
 - ◆ Lunch or Afterschool Detention
 - ◆ In-school Suspension
- For **Category 3 Offenses**:
 - The Subject Teacher or Invigilator will investigate and use his or her professional judgment;
 - The Subject Teacher or Invigilator will inform the Class Teacher and the Head of Academic Affairs/IB Coordinator, who will then investigate the case further;
 - The Head of Academic Affairs/IB Coordinator will inform the Principal;
 - The Head of Academic Affairs/IB Coordinator, in consultation with the Principal, can decide on the appropriate penalties, including but not limited to:
 - ◆ One Major Demerit
 - ◆ Redo of a portion of the School-Based or Internal Assessment required by a public examination
 - ◆ A grade of “No Mark,” subject to change if work is redone and resubmitted
 - ◆ A school conference with the student’s parents or guardians
 - ◆ Out-of-school Suspension
 - ◆ Expulsion

VIII. Links to Other Policies and Documents

- This Academic Honesty Policy underscores the need for good character and personal integrity in applying for admissions through the school’s Admissions Policy.
- This Academic Honesty Policy works in conjunction with the Assessment Policy for the safeguarding of the authenticity, integrity, and reliability of the school’s assessments.
- This Academic Honesty Policy applies to all students in the school, including those with Special Education Needs (SEN), as stipulated in the Inclusion and SEN Policy.
- This Academic Honesty Policy, though written in English, also applies to all the languages taught by the school according to its Language Policy, such as Cantonese and Mandarin.

IX. Policy Review Process

- This Academic Honesty Policy will be subject to an annual review at the end of the school year by the School Principal, IB Coordinator, Head of Academic Affairs, and Head of the Disciplinary Affairs.
- Changes to this Academic Honesty Policy will be communicated to the school community at the beginning of each school year.