International School of Ouagadougou
Academic Honesty Policy

ISO Mission Statement

The International School of Ouagadougou strives to cultivate a student's intellect and character, in an English-speaking environment, by offering strong academic programs while promoting cultural understanding and community involvement.

A. Philosophy and Rationale

The school mission statement puts emphasis on cultivating student intellect. We encourage our students to create authentic quality work. To do this, we teach our students the importance of submitting work that relies on their own creative ideas and celebrate their successes.

The school mission statement also refers to the strong academic programs that are being offered at ISO. Such programs can be challenging, and the school faculty is aware of the difficulties that our students face when working on assignments or writing assessments. For this reason opportunities for training and guidance need to be provided to our students so they can avoid committing an act of academic dishonesty.

In addition to plagiarism, academic dishonesty includes but is not limited to, collusion, misconduct during an exam, communication about the content of an examination, and duplication of work.

Definitions (extracted from the IBO documents "Academic Honesty in the Diploma Program" and "The responsibilities of IB World Schools in ensuring the integrity of IB assessments")
- **Academic misconduct** is an action by a student that results in, or may result in, the student or any other student gaining an unfair advantage (or a behavior that disadvantages other students) in one or more assessment components.
- **Misconduct during an examination** includes taking unauthorized material into an examination room, disruptive behavior and communicating with others during the examination.
- **Misconduct before or after the completion of an examination** is communicating the content of an examination 24 hours before or after the examination with others outside the school community.
- **Plagiarism** is the representation, intentionally or unwittingly, of ideas, words or work of another person without proper, clear and explicit acknowledgement. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.
- **Collusion** is supporting academic misconduct by another student. For example, allowing one's work to be copied or submitted for assessment by another.
- **Duplication of work** is the presentation of the same work for different assessment components and/or Diploma Programme requirements.
- **Maladministration** is an action by an IB World School or an individual associated with an IB World School that infringes IB rules and regulations, and potentially threatens the integrity of IB examinations and assessments. It can happen before, during or after the completion of the assessment or completion of the examination

B. Responsibilities

Students are expected to produce authentic work. Violations of this expectation "weakens the community of trust and respect that we value so highly", ISO Upper School Student-Parent handbook 2017-18, page 41.

Each student at ISO should:
- monitor their own behavior and follow the highest ethical standards
- seek guidance when in doubt
- present their own work
- refrain from using unethical support of others, i.e., copying another student's homework
- refuse providing their own work for others to copy or present as their own
- not duplicate their work to meet the requirements of more than one assignment
- not falsify or invent fictitious data for an assignment
- refrain from bringing any form of cheating materials to quizzes, tests and exams, not give or receive any help during quizzes, tests, and exams, and not share the questions and the ideas of questions on quizzes, tests and exams with others for 24 hours after writing such assessments
- respect the testing environment and not cause any disruptions
- reflect on their actions when an academic honesty incident is discovered and write a sincere apology accompanied by suggested strategies to avoid committing such act again
- Use authorized models of graphing calculators and authorized apps. Make sure the calculator is reset to the proper mode according to allowed programs.
- Acknowledge materials and ideas that are not the student's own with appropriate citing and referencing according to MLA format.

Teachers are expected to provide opportunities for students to learn and practice how to use other people's work in support of their own in an ethical manner.
Teachers should:
- model the appropriate use of resources and the work of others
- teach the students how to acknowledge materials and ideas that are not theirs
- include citation in the assessment rubric of relevant assignments (citation requirement doesn't have to follow a specific standard and should be age-appropriate)
- provide examples of appropriate referencing and poor referencing as students work on assignments involving other authors. For more information refer to the IB document "Effective citing and referencing"
- make students aware of the possible consequences of academic dishonesty at the beginning of the course and continue to remind them of appropriate practice and consequences throughout the course
- allow students to reflect on their actions when they breach the expectations of academic honesty
- allow the student to appeal a decision taken against him/her
- monitor the progression of the students' work and use appropriate means to ensure that the submitted work is indeed the candidate's authentic work
- use plagiarism detection tools available such as Unicheck for major IB assignments and "Plagiarism Checker" by EduBirdie for other assignments
- prohibit unauthorized materials in exam rooms such as smartphones, smartwatches, electronic devices, notecards and study materials
- follow the IB guidelines with regards to the use of calculators on assessments
- proctor written exams with vigilance
- report infractions and actions taken to the administration and inform the parents/guardians who in turn will share the information with the teachers

- When proctoring an exam that allows the use of calculators, check the RAM of each student's calculator to make sure it's cleared and the apps installed are the authorized apps. For clarity please use this link "Use of calculators in examinations 2019 - version 1.0: https://resources.ibo.org/dp/topic/Use-of-calculators/resource/11162-38795/?c=f6a75d6c&pdf=d_4_gen4d_sup_1603_5_e.pdf

ISO administrators are expected to maintain fairness and consistency as they deal with matters related to academic honesty.

The Upper School Principal and/or the librarian should:
- provide training to teachers as needed
- promote ethical practice to students
- provide plagiarism detection tools to teachers
- make students and parents aware of the procedures and consequences of academic dishonesty
- hold students accountable for actions related to academic dishonesty
- allow the student suspected of a breach of academic honesty to bring a parent, guardian or an adult advocate of their choosing to their meeting to discuss the incident
- keep central records of each incident and its consequences, updated frequently, and shared amongst the Upper School faculty.

Parents are expected to promote ethical behavior to their children at all times.

Parents / guardians should:
- encourage their children to express their own thoughts and ideas
- monitor their children as they do research and offer advice on giving appropriate reference to the original authors
- check on the progress of assignments as the deadlines draw near and offer advice to refrain from collusion
- advise tutors of the school's expectations with regards to plagiarism and collusion
- support the school when consequences are put in place

C. Education and Support

Students are given the opportunity to make mistakes and learn from their mistakes in a safe environment through these available avenues

- If unsure students will be encouraged to approach their homeroom teachers with any questions or concerns regarding academic honesty or ethical practices.
- Research and information management course offered to all students in grades 6, 7, 8 and 9
- Junior research seminar offered to all students in grade 11
- Relevant assignments accompanied by rubrics and feedback on drafts in various subjects in all grade levels
- Discussions during Homeroom

Procedures
1. Teachers will have the expectations of academic conduct clearly posted in their classrooms and communicated to the students at the beginning of the course.
2. Teachers will analyze students' work for evidence of plagiarism. Teachers can use a variety of methods for detecting plagiarism, such as Unicheck, a Google search, comparison with samples of students' work, and discussing the formulation of the students' work or other guided reflection on the process.
3. Teachers will detect misconduct during timed assessments by observing the students while working, checking student's personal belongings upon entering the exam room and following standard IB examination procedures. If academic misconduct is detected the teacher will inform the student, parents, and principal.

4. The principal will maintain consolidated records for each student's academic misconduct. The principal will meet with parents and students for each repeated academic misconduct violation.

D. Consequences

Initial academic honesty violations will be handled by the teachers. Teachers may allow the student to rework or complete a new piece of work, or reject the assignment and award a zero grade/credit.
Repeated violations may result in suspension or expulsion.
Academic misconduct related to IB examinations, supported by clear evidence to justify the suspicion of wrongdoing, will be investigated by the IB academic honesty sub-committee of the final award committee and a penalty will be applied depending on the outcome of the investigation. For more information refer to the IB document "Diploma Program Assessment procedures 2019" section A4.4, pages 40-43.