



ACADEMIC HONESTY POLICY

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MEMBER OF:



ACCREDITED BY:



RECOGNIZED BY:



MANUEL BENIGNO CUEVA N80-190 URB. CARCELÉN
P.O. BOX 17-01-157
PBX: (593-2) 3976-300 EXT: 105
FAX: (593-2) 247-2972
E-MAIL: lyopez@fcaq.k12.ec
QUITO - ECUADOR

POLICY FOR ACADEMIC HONESTY

1. Philosophy and Principles

The American School of Quito is committed to the seriousness of academic honesty and guarantees that all students will have a clear understanding of the practices for academic honesty and be aware of the consequences for acts of academic dishonesty.

The American School of Quito views academic honesty as an example of integrity and as indispensable for achieving academic excellence. It is best exemplified in the IB Learner Profile with the definition is being Principled: “Students act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. They take responsibility for their own actions and the consequences that accompany them.” (IBO. Learner Profile. 2013) It is the responsibility of all members of the school community to promote awareness of academic honesty, and guide students in developing the necessary skills to complete all work in a principled way, respecting the authorship of others.

2. School Profile

Students begin to learn the Modern Language Association formatting style in the PYP Program. All teachers in Primary adhere to following scaffolded MLA formatting style for student work. Students fully demonstrate this skill in their Works Cited section for research done for the 5th grade Science Fair (How The World Works) and 6th grade Exhibition. In the MYP Program, teachers compliment knowledge of MLA learned in Primary with exposure to APA formatting. In the Diploma Program, teachers/disciplines choose a formatting style to follow but must use it correctly; students follow invaluable resources such as the [IB Referencing Guide](#) and [Academic Integrity](#). The school has aligned the Academic Honesty Policy with the School’s [Community Agreements](#) in regards to Academic Dishonesty. At the beginning of the year students sign an Honor Code as a promise to respect this policy and adhere to consequences in the case of academic dishonesty. Likewise, the formatting scope and sequence is described in the [FCAO Research Guidelines](#).

3. Guidelines

In keeping with the principles of honesty and academic rectitude, students of the American School of Quito will understand the following definitions for academic dishonesty. The school considers all types of academic dishonesty as serious offenses.

1. **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own.

Examples of such behavior include but are not limited to:

- Presenting work, words, ideas, graphs, information, or anything else produced by another person as their own (be it in its entirety or partially).
- Taking another student’s assignment (with or without the knowledge of said student) and present it as their own.

- Copying substantial ideas from another source (even if expressed in different words).
2. ***Collusion¹***: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.
Examples of such behavior include but are not limited to:
 - Allowing another student to take your assignment and present it as his or her own.
 - Helping another student violate academic honesty norms and principles.
 3. ***Duplication of work***: this is defined as the presentation of the same work for different assessment components.
Examples of such behavior include but are not limited to:
 - Handing in the same work, or any substantial part of it, in different subjects without the permission from the teachers involved.
 4. ***Misconduct***:
Examples of such behavior include but are not limited to:
 - Taking unauthorized material into an examination (whether the student uses it or not).
 - Behaving in a manner that disrupts the examination or distracts other students.
 - Communicating with another student during an examination.
5. Any other incidents of academic dishonesty will be defined in the Law of Education of Ecuador.

4. In order to promote academic honesty:

1. Students must always identify sources, ideas, words and phrases that come from other people. It is preferable to over-cite than to fail to do so.
2. Students can access examples on how to cite sources and original authorship in the School's [Primary Library Website](#) and/or at [Purdue OWL](#).
3. Students and parents are informed of this Policy, and sign the [Student Honor Code document](#).
4. Students must cite all sources referenced in the Bibliography section. Students should follow the established referencing format ([MLA](#)).

¹ There is a thin line between collaboration and collusion. Students must be aware that sharing academic work creates a higher risk of this malpractice. Collaborative work is considered a key skill for students at FCAQ; including skills such as delegation, making group decisions, advocating for the group's success, etc. However, sharing work does not constitute collaboration. While each student is accountable for his/her work, the teacher must be very clear at the beginning of the assignment the individual expectations for group work.

5. Students must not commit acts of academic dishonesty as defined in the Law of Education of Ecuador and the Regulations mandated by the Ministry of Education and the IBO.
6. Students will utilize Turnitin in all classes for all major assignments, internal assessments, and final versions of the Extended Essay and TOK essay.

5. The Consequences of Failure to Adhere to this Policy

Internal Consequences:

Internal sanctions will be applied for incidences of malpractice relating to homework, classwork, and exams, and may include the following:

1. The student will receive a zero on work that constitutes plagiarism or malpractice.
2. A meeting will be held with the student, their parents, and administrators to ensure open communication and reflection of the malpractice.
3. The student and parents collectively sign a promise letter stating the student will never repeat the offense.
4. In the event of a second offense, the school may suspend the student up to fifteen days.

External Consequences:

In the event that the IB suspects malpractice in external work submitted for IB moderation, and after an investigation has been conducted, the final award committee may decide to withhold the Diploma if they do indeed decide malpractice has been committed.

More specific details regarding the investigation and procedures for malpractice suspicion can be found in the [IB Academic Honesty Guide](#) published by the IB.

6. Communication of Policy:

This policy should be included as part of the holistic education for all students and will be communicated and discussed with teachers, parents, and students.

During yearly MYP/DP parent meetings, Academic Honesty will be explained in detail emphasizing the expectations, responsibilities, and consequences as explained in this policy.

Teachers and Librarians will reinforce the importance of academic honesty and refer to the definitions and consequences of this policy when assigning student work.

Parents should have a conversation with their children about honesty and its importance in their academic success.

Students should recognize that they are ultimately responsible for their own

work. There should be a continuous working relationship where students and teachers discuss the research and writing process, paraphrasing strategies, how to cite sources in all their work, and how to ask for guidance when in doubt.

During the year, activities for students and parents are organized to communicate and reinforce the Academic Honesty practices.

7. Policy Revision:

As part of our continuous school improvement, the American School of Quito will review and monitor the academic honesty policy every three years to ensure we are providing students with the instruction and support needed for understanding academic honesty and meets the IB requirements and those of the Ministry of Education of Ecuador. This policy will be reviewed, updated if necessary, and approved by the Academic Honesty Review Committee before submission to the Board of Administration. The Committee will include the Director General, National and International Secondary Section administrations, DP, MYP, and PYP Coordinator. If no changes are made, the policy will remain in effect as last approved.

8. References

The IB programme continuum of international education Academic honesty in the IB educational context, International Baccalaureate Organization. 2014.

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