



JISK MIDDLE SCHOOL

ACADEMIC INTEGRITY POLICY -2023-2024

Honesty in academic work is a critical benchmark of every profession. For this reason, special attention should be devoted to addressing academic honesty in education to enhance the potential transfer of these practices to the workplace.

Definition

Academic honesty means completing all academic work without cheating, lying, stealing or receiving assistance from any other person or using any source of information not

appropriately authorised. The purpose of maintaining academic honesty is to teach the students to be responsible, trustworthy and honest.

The purpose of implementing academic honesty is not a punishment but it's a pedagogical measure that helps to become active learners and responsible people.

Plagiarism

The practice of presenting someone's work or ideas as your own with or without their consent by incorporating into your work without complete acknowledgement. Any work done intentionally in order to take credits for that includes academic dishonesty.

- Cheating from someone else during the test.
- Paraphrasing any source too closely.
- Taking someone's notes and presenting as your own.
- Using any device which is not permitted during exams.
- Taking or receiving test papers from other classes.
- Using unauthorised applications during computer tests.
- Complete copy of the writer without changing any word or phrase.

Roles and Responsibilities supporting Academic Honesty

Faculty

Teachers have a key role in helping the students to understand the fundamentals of academic honesty.

- Present the concept of plagiarism and academic misconduct to the students.
- Use different plagiarism scanners.
- Conduct an activity using examination guides with the students to make them familiar with the exam requirements.
- Encourage the student to present their own original work and should cite the different sources in a proper structure.
- Provide guidance for correct paraphrasing, citing and references.
- Provide detailed grading criteria where students are provided with rubrics at the beginning of assessment.
- Demonstrate intolerance during academic dishonesty by the faculty member taking action when cheating occurs.

Students

- Understanding and acknowledgement of academic honesty policy.
- They should properly peruse through their work to avoid plagiarism or a missed acknowledgement
- Maintaining their honesty towards learning.

- Report other students' dishonesty to the teachers and administration.
- Properly paraphrase and recite other authors with the references.
- Avoid giving and receiving assistance in completing their work.
- Students are not allowed to share examination materials during the exam (calculators, dictionaries).

Administration

- Implementation of this policy should be done strictly by distributing copies of the academic policies to learners and parents.
- Make the parents and students understand the importance of the policy during conferences or address them in an open hall by discussing the topic in question.
- Make a survey team to ensure the implementation of the policy.
- Receive feedback from teachers and students too.
- They can help in promoting academic integrity which will encourage other students to follow suit.

Parents and Legal Guardians

- They should monitor the school work, homework and project on a weekly or daily basis.
- Encourage the students to organise their work.
- Get in touch with the students' teachers.
- Avoid helping them in the completion of their assignment to make them independent and responsible and long life learners.
- Encourage your child to be honest. As the adage says, "Honesty is the best policy".

Consequences; in cases of academic dishonesty, the student should be handled appropriately by taking the following action:

- The student will be asked to redo the work and the parent will be notified.
- A lower grade may be issued if the student consistently breaches the school policy.
- An appointment can be fixed to have the student, the parent, the school counsellor and the administration to meet up and discuss on the way forward.
- Disciplinary action can be taken by the school administration as the case may require.

Communication Plan

This academic honesty policy should be published in the school planners and on school websites and should be discussed at intervals (perhaps quarterly) during the academic year.

Learner profile and Academic Integrity policy

- **Caring:** The students are encouraged to acknowledge others' work as they want others to acknowledge their work at the same time. They are also encouraged to be committed to do their own work.
- **Knowledgeable:** The students should have enough knowledge about primary and secondary resources on how they are getting information about the content and acknowledging the sites from where the information is taken from.
- **Reflective:** The students should be able to reflect on their actions especially if they do something contrary to the instructions given to them.
- **Communicator:** The students should be given the conducive environment to be able to express themselves orally or verbally when they are not clear on what and how to do an activity.
- **Inquirer:** Students should have the capability to question or to explore contents that are given to them even for the first time.
- **Open minded:** Students should be in that state of mind to accept the policy since it is helpful to them and can boost their integrity.
- **Balanced:** The students are appreciated to lead a balanced life even though if they are at fault, they should be guided on how to get better.
- **Principled:** The students should be encouraged to follow some basic disciplines at present and in the future. This will help them to be principled in life too.
- **Thinker:** Students will be able to think about their weaknesses as well as their strengths so that they will be able to work on their shortcomings. This policy helps them think about their actions.
- **Risk takers:** Students are our future leaders who need to be secure internally. They need to explore things without any fear. This policy helps to lead them in a secure way to explore new ideas and give respect to others.