

Academic Honesty Policy

Academic Honesty Overview

In College De La Salle we believe in empowering our students to be lifelong learners who respect diversity and are open-minded global citizens while remaining deeply rooted in heritage by equipping them with 21st century skills, in collaboration with students, teachers, parents and the community. This is why we have developed and implemented an academic honesty policy. Our teachers, with the help of the school librarian, collaborate to guide and support our students in the development of academic honesty in all aspects of school life.

ATLs and Academic Honesty

The ATLs support the academic honesty policy at College De La Salle. Self-management research and communication give students ways of developing skills. Collaboration is an ATL skill that promotes communication, social and time-management skills. In collaborative group work, students' learning is supported through clear instruction, strategies that identify their collaboration and specific criteria.

Promoting Academic Honesty

Students are aware of the Academic Honesty Policy. Therefore, they are responsible for the authenticity of any piece of work they hand in by providing proper citation and referencing. By adhering to the Academic Honesty, students become more principled, caring and knowledgeable. All subject group teachers and staff members are included in the Academic Honesty Policy. Teachers and coordinators will provide advice to teach ethical research skills. They also provide students opportunities to understand correct citation and referencing, by modeling practices of academic honesty, as well as the penalties for misconduct. School librarians, as information specialists, support both students and teachers to ensure the integrity of running the academic honesty programme.

All stakeholders in the school community are educated to understand all the implications and issues surrounding the importance of the academic honesty policy. They ensure that students are treated fairly and that they have a safe environment by focusing on the task itself rather than the results. They are consistent in their approach towards the policy. They also provide teachers with professional development sessions as well as raising the parents' awareness through regular PTA meetings. The entire school community works hard to assist students' learning in every way possible.

Parents are also important partners in preventing academic dishonesty. Parents are crucial members in ensuring the consistency of the policy; as they are also required to maintain the authenticity of their children's work through their support and guidance.

Measures taken to provide education and support

All students make mistakes, therefore, teachers provide several opportunities for students to make and amend their mistakes in safety of consequences. Teachers are responsible for providing students with chances to become academically honest through giving them authentic tasks, requiring drafts of their work, focusing on the process of work rather than the results only and of course teaching the students how to cite correctly.

Teacher Librarian is responsible for providing students with clear documents on how and why they need to cite their work. All students are expected to acknowledge the ownership of original works when citing, they are also expected to use the MLA style citations. These documents are introduced and shared with the students at the beginning of the academic year.

Plagiarism Software

At College De La Salle, we use a software to detect plagiarism. However, we are aware that use of said software is not enough to deter students from academic misconduct, which is why teachers make sure that the students truly understand the purpose of their education. This is done through the creation of authentic assignments that promote real-life situations for the students.

Types of Academic Dishonesty

Plagiarism is when a student takes someone else's work as his/her own. For example, paraphrasing without citation, including quotes without citation, copying another person's work without their knowledge and using old work and claiming it is new.

Collusion is when a student takes someone else's work with the knowledge of the other student and submits it as his/ her own. For example, copying someone else's work with their knowledge and allowing someone to take credit for your work. This is not to be confused with the collaboration skill that we strive to instill in our students. Collaboration refers to the students' cooperation and participation in the learning process while maintaining individual differences and achievement levels.

Misconduct during examination is any disruptive behaviour during the assessment. For example, when a student is found in possession of unauthorised reference materials or devices during the examination or test, he/she may be suspected of cheating or plagiarism by the invigilator/ teacher and will be reported to the school's principal and complete an incident report. Such students may be penalised. When examinations are given on subsequent days to the same year level of students, there must be no communication among the students or use of mobile phones or other communication devices with their peers.

Duplication is submitting the same work for two assessment criteria.

Consequences of Academic Dishonesty

There are several steps to handling an academic dishonesty incident. First, there will be two verbal warnings in the presence of the school counselor or teacher librarian for the first two attempts. If the incident is repeated, parents will be contacted to report the incident and marks on assignments will be reduced. If the incident persists, parents and school counselors will be informed again and the student will automatically fail. Frequent attempts of academic dishonesty will result in not allowing the student(s) to sit in for his/her upcoming summative assessment.

All misconduct incidents are documented.

Policy Review

The Academic Honesty Committee and the school's board will meet annually to review the policy in May to ensure that everything is up-to-date.

Reviewed in November, 2020

Citation Guide

What is a citation?

- Citation is a type of documentation of the resources used in any research or project where we acknowledge other people's work and/or ideas.

Why is Academic Honesty important?

- It is important because it helps us acknowledge the intellectual property of writers, researchers, scientists...etc. Furthermore, since Lasallian students are principled and caring, they recognise that claiming other people's work as their own is considered plagiarism and intellectual theft.

The MLA Style

- MLA Stands for Modern Language Association. This style is used because it is the most suitable for students to learn since it requires simpler steps for them to follow when citing either books or websites.

Citing Requirements

1. Title of source
2. Title of container
3. Publisher (if available)

Important Definitions

1. Container: The larger resource used. For example, the book of which a chapter is used.
2. Contributor: Illustrators, editors and/or translators.
3. Version: Which published edition. For example, first edition, second edition...etc.
4. Number: Which volume it was taken from. For example, Harry Potter Volume 3.
5. Location: Pages, paragraphs, DOIs (Digital Object Identifier) or URLs.

* The DOIs can be found at the bottom of some websites stated clearly.

Citing Procedures

➤ Citing Books

Author (last name, first name). Title. Title of Container, Other Contributors. Version (Edition). Number (Volume). Publisher, Date of Publication, location

Examples:

1. Basic book format:

Said, Edward W. Orientalism . W. Ross MacDonald School, Resource Services Library, 2006.

2. Book with two authors:

Gillespie, Paula, and Neal Lerner. The Allyn and Bacon Guide to Peer Tutoring. Allyn and Bacon, 2000.

3. Book with three authors or more:

When there are three authors or more, state the name of the first author followed by the phrase et al.

Wysocki, Anne Frances, et al. *Writing NewMedia: Theory and Applications for Expanding the Teaching of Composition*. Utah State UP, 2004.

4. A Translated Book:

Foucault, Michel. *Madness and Civilization: A History of Insanity in the Age of Reason*. Translated by Richard Howard, Vintage-Random House, 1988.

5. An Edition of a Book:

Crowley, Sharon, and Debra Hawhee. *Ancient Rhetorics for Contemporary Students*. 3rd ed., Pearson, 2004.

➤ Citing Websites

Author (last name, first name). Title of the article or source. Title of Container (website), Other Contributors. Publisher, Date of Publication, Location (DOI/URL). Accessed on (the date)

Example:

Deranty, Jean-Philippe. Existentialist Aesthetics. *Stanford Encyclopedia of Philosophy*, Stanford University, plato.stanford.edu/entries/aesthetics-existentialist/. 4 Mar. 2019,

➤ **Citing Digital Media**

- **Citing Online Pictures**

Photographer (last name, first name). Title of photograph. Year Created. Museum/Collection, City. Website Title (Container). Accessed on (the date).

Example:

Klee, Paul. Twittering Machine . 1922. Museum of Modern Art, New York. The Artchive, www.artchive.com/artchive/K/klee/twittering_machine.jpg.html. Accessed May 2006.

- **Citing Online Videos**

Creator (last name, first name). "Title of video/film". Name of the Website(Container). Role of Contributors(commentary, performance or directors).Version.Numbers.Publisher, Publication Date, URL

Example:

McGonigal, Jane. "Gaming and Productivity." YouTube, uploaded by Big Think, 3 July 2012, www.youtube.com/watch?v=mkdzy9bWW3E.

➤ **In-text Citation**

In-text citation is used immediately after a quote or a part that has been paraphrased.

- **a book:** It consists of the author's last name and the page number the quote was taken from. → Example: (Rowling 224)
- **a website:** It should correspond to the Work Cited List. It consists of one of the following options:

- a. When there is a clear author: (author's last name) → Example:
(Rowling)
 - b. When there is no clear author: (name of website. the domain)
→Example: (BBC.com)
- **a picture:** It consists of the title of the picture. → Example: (Hunger)

NOTE: Sometimes not all information needed to cite can be found. In that case, we need to use the available information.

➤ **List of Works Cited**

It includes everything that is referenced in the work. The list of Works Cited should be alphabetically ordered.

➤ **Bibliography**

It includes everything the student has read to gain more information on the topic they are researching but not necessarily used in their work. The bibliography should also be alphabetically ordered.

➤ **Citing Engines**

To help our students be more efficient, we allow them to use the following citation engines (www.citationmachine.net)/ (www.easybib.com)

➤ **Research Engine**

To help our students conduct more focused research, we encourage them to access the following website, (Flickr for pictures), (Kidrex) or (Kiddle)