



*International Bilingual School at Hsinchu-Science-Park*

***Academic Integrity Policy-***

**Summary and Rationale (May 30)**

The administration, faculty, student representatives, and parent representatives of the IBSH community have agreed to the school-wide Academic Integrity (AI) Policy for the 2018-19 school year. We expect all members of the school community to adhere to the following:

**A School-Wide Culture of Honest, Transparent, and Accountable Scholarship**

IBSH takes academic integrity very seriously and we expect our students, teachers, administration, students' parents, and all other stakeholders associated with IBSH to treat the processes by which knowledge is obtained, demonstrated, and created with honesty, transparency, accountability, and the utmost respect. Therefore, all persons involved with the school are expected to maintain high standards of academic integrity and to scrupulously avoid any behavior - including but not limited to "cheating," "plagiarism," "insufficient citation," and "use of unauthorized materials and/or unauthorized assistance"- that runs counter to these standards. The citation style known as "MLA 8," explained in detail in the Modern Language Association Handbook, Eighth Edition (2016), is IBSH's preferred method of citing outside sources. All IBSH students from grades 6-12 are asked to purchase this guide and use it as they complete their papers and projects throughout middle school and high school.

**Requirements, Expectations, and Prohibitions of Specific Subject Teachers and Departments**

Due to the variety of subjects taught, teaching methods employed, and instructional materials utilized at IBSH, specific departments may have additional AI requirements, expectations, and/or prohibitions related to their own classes. All IBSH teachers are therefore required to indicate, in their course syllabi (to be distributed at the beginning of each course) the specific additions and/or modifications they are making to the IBSH Academic Integrity Policy, particular to their own classes. These additions and modifications must be approved both by subject teachers' department heads and by school administration. Students will be required to abide by both the school-wide academic integrity policy and by specific terms communicated by their instructors.

**Monitoring Academic Integrity and Reporting Violations**

Teachers and administration are required to carefully monitor their students for any academic integrity violations and to report any and all cases through appropriate school channels. Careful review of all reported cases of cheating and plagiarism will be carried out by faculty and administration. Penalties for all persons found to have committed such offenses will be assigned by the school's disciplinary committee in accordance with school rules.

**Penalties and Records**

Every student found to have violated the school's AI policy and/or the AI additions or modifications communicated by his/her subject teachers shall be penalized for every case in which the disciplinary committee finds the student in violation. Penalties will vary – depending on the extent and/or nature of violation and the 'weight' of the assigned

work (e.g., major or minor project, paper, or exam) on which the violation occurs. An AI violation on student work that counts as 15% or more of a student's quarterly course grade will be considered a 'major' infraction, necessitating a major demerit, while an AI violation on work that counts for less than 15% of a quarterly course grade will count as a 'minor' infraction, necessitating assignment of one or more minor demerits. Parents and students should refer to the student handbook in order to better familiarize themselves with the major and minor demerit system and the range of possible penalties associated with these demerits. Penalties will be assigned to students at the discretion of IBSH disciplinary committee. Records of all academic integrity violations occurring any time from grades 7-12 will be kept in students' "cumulative folders," which will be accessible to IBSH faculty and administration and to the specific students and parents of students to whom the cumulative folders are assigned.



## *Academic Integrity Policy*

(June 3)

The administration, faculty, staff, student representatives, and parent representatives have adopted the following academic integrity policy for the 2018-2019 school year. Students and all other persons involved with the school are expected to maintain the highest standards of academic integrity and to scrupulously avoid any behavior - including but not limited to “cheating,” “plagiarism,” “insufficient citation,” and “use of unauthorized materials and/or unauthorized assistance”- that runs counter to these standards. Failure to live up to these expectations must be reported by teachers and administration who witness academic integrity violations. Records of confirmed violations and assignment of penalties for these violations shall align with the information that follows.

Included in this document are clarifications of terms used in the IBSH school-wide Academic Integrity Policy (effective for the 2018-19 school year). The main items included are “**cheating**,” “**plagiarism**,” “**insufficient citation**,” and “**penalties and reporting**.” Specific departments may have additional restrictions, allowances, or definitions - pre-approved by department heads and administration - related to academic integrity, and these must be communicated clearly to students and their parents at the start of the school year.

### **Cheating**

The operational definition of “cheating” that we use at IBSH, paraphrased from that provided by the Oxford English Dictionary, is “the act or attempting to gain an advantage through dishonest and/or unfair means.” All students are expected to not cheat on any of the work they do for IBSH, including but not limited to homework, in-class work, projects, quizzes, tests, and mid-term and final exams. Cheating can occur in a variety of forms, including but not limited to...

- sharing or copying work, in whole or in part, for homework assignments or assessments, unless specifically authorized by an instructor,
- using, at any time, previously administered tests or other course materials obtained online or directly from students who have previously taken a course,
- continuing to work on a test/assessment after a time limit has been announced, unless specifically authorized by the test monitor,
- clandestinely obtaining materials that have previously been submitted to an instructor for grading, changing the answers, then replacing the work among previously completed and submitted materials.

### **Plagiarism**

The operational definition of “plagiarism” that we use at IBSH, as provided by the Oxford English Dictionary, is “the practice of taking someone else's work or ideas and passing them off as one's own.” The development of knowledge is a shared enterprise, and individuals who devise and publicize their original work and ideas must be properly recognized/cited for the contributions they have made and the work they have done. Students who portray the work and ideas of someone else as their *own* are compromising their own integrity, committing serious offenses that combine theft and fraud, and such offenses will not be tolerated. As a matter of school policy, all student work that involves the use of other people’s research, ideas, phrases, images, or various forms of data must properly and specifically quote the specific words, phrases, ideas, or other representations being used, attribute any paraphrased ideas included, and credit the original producers of that work by way of (a) “works cited” / “bibliography” page(s), slide(s) (if quotations are included in a slide presentation), footnotes, or other teacher-approved forms of citation.

The standard citation format that IBSH requires is described in detail in the Modern Language Association Handbook, 8<sup>th</sup> Edition (2016) – also known as MLA 8. All students from grades 7-12 are required to purchase this text and learn and adhere to MLA 8 rules as they create their citations. Instructions on how to use MLA 8 will be provided by middle school and high school English instructors. IBSH teachers of all middle and high school grades are responsible for making sure that students understand the protocols and expectations that MLA 8 prescribes. Teachers are also required to monitor their students’ adherence to MLA 8 rules. Teachers are encouraged to use [turnitin.com](https://www.turnitin.com) or other plagiarism detection software in order to assure that their students’ work has been produced in an honest and transparent manner. Reports of “unoriginal work” generated by [turnitin.com](https://www.turnitin.com) or similarly-purposed tools may be used as evidence that a student has plagiarized or cited insufficiently, and this evidence of “unoriginality” may, in turn, be used by teachers and the school disciplinary team as their rationale for penalizing students for plagiarism.

### **Insufficient Citation**

“Insufficient citation” is considered a subcategory of plagiarism. Unless a student indicates otherwise by way of specific phrasing (e.g., “according to x author...”), quotation marks, formatting specific to quotations (e.g., indentation and single-spacing), and complete citation information, teachers are to assume that students have, on their own and using their own words, produced all the work that they are submitting. When students paraphrase other people’s published or unpublished work and properly attribute (according to MLA 8 rules) ideas or information to those authors or sources, those students are citing sufficiently. The use of other authors’ specific words, ideas, statistics, charts, graphs, images, or other visual representations, without sufficient quotation punctuation or other forms of “quote formatting,” however, may be considered an attempt by students to misrepresent other authors’ words and ideas as original student work.

Thresholds, protocols, and follow-up on insufficient citation vary among subject departments and grade levels, and each subject department may articulate its own regulations regarding insufficient citation, which will be included in course syllabi . Reporting of problems with insufficient citation will be left to the discretion of department heads.

## Penalties and Reporting

Grading penalties for cheating, plagiarism, and insufficient citation are to be determined and enforced by the subject departments and individual teachers for whose assignments and assessments offenses take place.

If a teacher or administrator witnesses and feels he/she can prove a case of student cheating or plagiarism, the teacher or administrator is required to do the following:

- a) file an incident report (form available on the IBSH website),
- b) report the case to the the teacher who had created the assignment or assessment (in the event that the offense was witnessed by a teacher who did not administer the particular assignment / assessment).

The incident report will be forwarded to pertinent school administration. The academic integrity monitor along with appointed administration will review each cheating/plagiarism incident report to determine whether there is sufficient evidence that a cheating or plagiarism offense has taken place, and each confirmed case of cheating or plagiarism will be forwarded to the IBSH disciplinary committee. The disciplinary committee will determine the appropriate penalty for each offense.

If a student commits an offense of insufficient citation, as articulated in particular course syllabi, that offense must be reported to the teacher's department head, who at his/her discretion, may determine that the case should be reviewed by the academic integrity monitor and other administration for possible punitive action.

Proven incidences of cheating or plagiarism on any "minor" assessment or assignment (counting for less than 15% of a quarterly course grade) shall make any students involved subject to one or more minor demerits and the penalties commensurate with such minor offenses, as prescribed by the IBSH disciplinary policies. Proven incidences of cheating or plagiarism on any "major" assessment or assignment (e.g., final or midterm exam, final project, or any other work counting for 15% or more of a quarterly course grade) will be subject to a major demerit and associated penalties. Any time two or more minor demerits are assigned to a student for cheating/plagiarism offenses within the same school year will result in automatic assignment of a major demerit.

All confirmed cheating and/or plagiarism offenses will be recorded in students' "cumulative folders" which may be viewed by any IBSH faculty member as well as by the parents of the student found responsible, academic counselors, and any members of the administrative team. Any electronic records of cheating or plagiarism occurring prior to grade 10 will be expunged at the end of grade 9. Any record(s) of (a) confirmed incident(s) of academic integrity violations taking place during grades 10, 11, and 12 **shall be** kept in the offending students' cumulative files. In the event that records of academic integrity or other disciplinary problems are requested by the secondary schools to which students are transferring or by the colleges to which students are applying, IBSH may be compelled to report students' AI violations and details related to these violations.

## **Policy Review**

This policy will be reviewed at least once yearly by the IBSH Academic Integrity Task Force, which includes but is not limited to all of the following: the Academic Integrity Monitor, all Department Heads for grades 7-12, the disciplinarian, the Student Affairs Director, the Academic Affairs Director, Middle School and High School Guidance Counselors, the Director of Teaching and Learning, and the IBSH Dean. The policy may be amended as needed, with changes subject to the approval of faculty, administration, student representatives, parent representatives, and other pertinent IBSH stakeholders.