



BEACONHOUSE
NEWLANDS
Lahore



Beaconhouse Newlands

IB Academic Integrity Policy

*Developed in: Academic Year 2015-16
Reviewed in: Academic Year 2020-21 (MYP)
Last Updated: Aug 2021*

Note: *Newlands Language Policy is aligned with the Newlands Assessment Policy, Admission Policy, Inclusion Policy and the Pakistan Single National Curriculum 2020-21*

Beaconhouse Newlands Mission Statement

Beaconhouse Newlands nurtures culturally diverse, responsible global citizens, contributing to a safer planet in an inclusive learning community combining core values with inquiry based curricula

Beaconhouse Newlands péiyǎng duōyuán wénhuà, fù zérèn de quánqiú gōngmín, zài bāoróng xìng xuéxí shèqū zhōng

wèi gèng ānquán dì dìqiú zuò chūle gòngxiàn-jiāng héxīn jiàzhí yǔ jīyú cháxún de kèchéng xiāng jiéhé.

Beaconhouse Newlands

培养多元文化，负责任的全球公民，在包容性学习社区中为更安全的地球做出了贡献-
将核心价值与基于查询的课程相结合。

بیکن ہاؤس نیو لینڈز کا مقصد اپنے متعلمین کو ایسے تحقیقی نصاب سے روشناس کروانا ہے جو ثقافتی وسعت کی نشوونما کرتے ہوئے طلبہ کو ذمہ دار عالمی شہری بنائے جس کی بدولت یہ متعلمین عالمی سطح پر مثبت کردار سے اس کرہ ارض کی حفاظت کے لئے عملی کردار اقدامات کر سکیں۔

Newlands IB Academic Integrity Policy

Academic integrity

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision making and behaviour in the production of legitimate, authentic and honest scholarly work.

For MYP personal project learners and respective supervisors will be using the Academic Honesty Form (see Appendix A).

Our Philosophy:

At Beaconhouse Newlands, we aim, that the learner and the learning community is thoroughly engaged in varied teaching and learning opportunities in order for them to transform into critical thinkers global citizens, lifelong learners and principled individuals.

The school's core values (Honesty, Tolerance, Respect and Responsibility) are aligned with the IB Learner Profile Attributes to achieve the above-mentioned goals for our learners. The school believes in student agency and is open minded and supportive of the action(s) initiated from the result of inquiry based learning. We expect our learners and facilitators to be principled and take ownership of their learning and actions. To foster this philosophy, the school firmly believes in equity amongst the entire school community. The entire learning community, including learners and facilitators are expected to generate and submit accurately referenced and authentic academic work at all times.

Newlands is aligned to the IB philosophy of not giving unfair advantage in any component of the assessments and representation of ideas/work without clear and explicit acknowledgement.

We believe in making our awarding and rewarding system clear and transparent to the learners and wider school community.

It is the Newlands administration policy to protect the confidentiality of personal information shared by the parent body. Student anonymity is emphasized and practiced across all school and learner interaction.

Role of Digital Citizenship in Academic Integrity

ICT (Information, Communication, technology) is an integral part of IB (PYP & MYP) at Newlands. Information (data) and communication (broadcasting, written or verbal) have individual standing in the digitized world yet pave the way for a wider interpretation when defined as Information and Communication Technology (software, hardware, electronics including protocols). The aim is to methodologically develop technological skills in the learning community in a way to instill responsibility and independent life- long learning. It is to direct the learning community towards exploring, analyzing and developing autonomy as well as working collaboratively all the while showcasing academic integrity. This philosophy also encompasses digital honesty, digital safety and digital citizenship.

Role of School Community:

School is responsible for:

Systems and processes in place to ensure that academic integrity is implemented

Communicating the philosophy to develop a shared understanding/orientation within the school community (learners and facilitators)

Providing the information and making it available via official website and other official communication platforms for all stakeholders (PTMs, 3- way Conference, Open Days etc)

Acknowledging and appreciating practices to uphold academic integrity

- Ensuring all learners and facilitators receive training on academic integrity

- Holding regular meetings with faculty members to verify that all parties have a clear understanding of IB expectations
- Conducting regular briefings with students’ legal guardians
- Providing teachers with effective training opportunities

Facilitators are responsible for:

- Setting clear expectations for assignments and providing guidance to candidates on how to correctly cite the sources they have consulted
- Ensuring following of protocols and guidelines of this policy when planning and preparing teaching resources
- Discussing the benefits of submitting assignments that are correctly referenced
- Devoting time to teach and practice these skills – making them “second nature”
- Being a role model - making sure all shared materials (handouts, presentations etc.) are correctly referenced
- Ensuring the same has been communicated to learners and that they are aware of academic integrity
- Reporting all activities pertaining to academic dishonesty
- Ensuring documenting sources of information using a recognized convention
- Sharing with parents and/or legal guardians the aim of the academic honesty policy
- Ensuring all stakeholders understand academic honesty and consequences of misconduct for the IB students

Learners are responsible for:

- Knowing, understanding and adhering to the Academic Integrity policy
- Submitting original, authentic assignments with citation and references
- Submission of assignments with sources of information documented using a recognized convention
- Clearly understanding the difference between inspiration and intellectual theft
- Undertaking academic integrity and being aware of the consequences of any misconduct (if any)

Misconduct:

In case of misconduct disciplinary action will be taken after holding a disciplinary meeting

Academic Honesty	Academic Dishonesty
Authenticity – “Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.” (Academic Integrity, IBO, Oct 2019)	Malpractice – Any attempt by a student or students to gain an unfair advantage in an exam or assessment is considered to be malpractice
Intellectual Property - protect ownership and control (student’s own) over creative works or inventions. The most common intellectual property rights include copyright, trademarks, and patents but could include novels, poems, plays, essays, films, articles, music or even scientific discoveries.	Cheating: Using “crib sheets,” unauthorized tools or other aids during an assessment – This can include collusion, plagiarism or the use of unauthorized materials. Either giving or receiving advance knowledge of an assessment. Students must not discuss the specifics of any assessment with others who have not yet taken the test.
Common Knowledge – Information that an educated reader would already know and accept falls under this category and does not have to be cited. However, if the audience doesn’t have this common knowledge, the information should be cited.	Collusion: two or more students working together on an individual assignment without teacher permission OR allowing one’s work to be copied by another.

Paraphrasing - In writing an essay this is using our own words to communicate someone else's thoughts and ideas. While there are some words that cannot be changed (especially the names of people, places, chemicals, and so on), use of your own words are best for the rest of the passage (Effective Citing and Referencing, IBO, 2014)

Duplication: a student submits the same paper for two different classes which isn't allowed.

Fabrication: unauthorized creation, alteration or reporting of information in an academic activity. If a student invents information with the intent to deceive, they have committed fabrication.

Plagiarism: If a student uses the precise words, general ideas, or data of another student or from other sources but doesn't acknowledge the source through a citation

Table reference:

https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/260/Academic%20Integrity%20Policy_2020-2021.pdf

References: https://resources.ibo.org/ib/topic/Academic-honesty/works/edu_11162-58121?lang=en (last accessed on 30/11/20)

https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/260/Academic%20Integrity%20Policy_2020-2021.pdf

Projects guide (Page 55 and 56)

MYP Community project/MYP Personal project

(Delete as appropriate)

Student name										
Student number										
School name										
School number										
Supervisor name										

Student: This document records your progress and the nature of your discussions with your supervisor. You should aim to see your supervisor at least three times: at the start of the process to discuss your initial ideas, then once you have completed a significant amount of your project, and finally once your completed report/presentation has been submitted.

Supervisor: You are asked to have at least three supervision sessions with students, one at the start of the process, an interim meeting and then the final meeting. Other sessions are permitted but do not need to be recorded on this sheet. After each session, students should make a summary of what was discussed and you should sign and date these comments.

	Date	Main points discussed	Signature/initials
Meeting 1			Student: Supervisor:
Meeting 2			Student: Supervisor:

Meeting 3			Student: Supervisor:
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Supervisor comment

Student declaration

I confirm that this work is my own and this is the final version. I have acknowledged, in the body of my work, each use of the words, work or ideas of another person, whether written, oral or visual (hard copy and/or electronic materials). **Supervisor declaration**

I confirm that, to the best of my knowledge, the material submitted is the authentic work of the student.

Student's signature

Date

Supervisor's signature

Date

Source: Projects guide (Page 55 and 56)