

Academic Honesty Policy

What is academic honesty?

- Students submitting work that is done by them.
- Making sure that information used is acknowledged.
- Citing sources so that readers can find them.
- Acknowledging any help and all resources used for an assignment.
- Allowing time to do the work properly.
- Submitting work that is authentic.

What is academic dishonesty?

Academic dishonesty can take several forms. These include but are not limited to:

Plagiarism: taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it as one's own, including forms of paraphrasing and mosaic plagiarism.

Copying: taking work of another student, with or without their knowledge and submitting it as one's own.

Cheating: communicating with another candidate in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage

Self-plagiarism: submitting work that is substantially the same as a previously submitted work in a different course, subject or project without the consent of all teachers involved.

Falsifying data: creating or altering data that has not been collected in an appropriate way.

Collusion: helping another student to be academically dishonest.

Responsibilities

The school should:

- Ensure that the academic honesty policy is accessible to all members of the community.

Teachers and support staff should:

- Ensure that Academic Honesty, Study Skills and Referencing Skills are taught to all students within their curriculum as appropriate to the Grade level and subject area.
- Be aware and look out for potentially dishonest practices amongst their students and report these immediately.

Students should:

- Understand that academic honesty is the responsibility of each individual learner.
- Understand the consequences of academic dishonesty.

Parents should:

- Be familiar with the concepts of academic honesty and actively support their children in abiding by these.
- Understand the consequences of academic dishonesty.

Referencing / Citing Sources

For secondary students, NZSJ recommends understanding both the APA (American Psychological Association) and MLA (Modern Language Association) styles of referencing. By the end of Grade 7, students should have basic understanding of one or the other style, Students should be working towards being comfortable using both by the end of Grade 10.

MLA citation style is generally used for Humanities, Cultural studies, and Language Arts, whereas APA citation style is generally used for Sciences, including Social Sciences, Health and Economics/Business. Both styles include in-text citation formatting and Works Cited/Bibliography formatting. The teacher and the type of work being completed will determine the citation style to use. “Regardless of how they are referenced, all sources that are cited in the text must appear in the reference list at the end of the paper” (Purdue University, 2021).

Procedures and consequences of misconduct

1. If there is a suspect of academic dishonesty, the matter will be investigated and the Head of School will be notified.
2. The school may use plagiarism-checking software to check students' work.
3. Accidental plagiarism is common, so it is important that students understand and use the correct referencing and citing skills.
4. If academic dishonesty is suspected, appropriate action will be taken according to the student's grade level.
5. Student's will be given an opportunity to defend / explain themselves.
6. If academic dishonesty is proven, consequences appropriate to the grade level and severity of the misconduct will be implemented. Consequences may include resubmission, disqualification, zero mark for the assignment score, notification to parents, loss of certain privileges and in extreme cases, removal from the subject, course or suspension from school.
7. The school will keep a record of all incidents of academic dishonesty.

References:

Purdue University. (2021). *APA Formatting and Style Guide for Reference List Electronic Sources*. Owl@Purdue.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html