Ebbsfleet Academy

Academic Honesty Policy

Version	1
Policy Status	Draft (Created in consultation with CSM, CCA and GSH)
Date of Issue	September 2023
Date to be Revised	August 2024

BACKGROUND and RATIONALE

The IB Learner Profile is embedded in Ebbsfleet Academy academic and pastoral curriculum and is integral to the daily life of the Academy. It is the cornerstone of this policy. In developing the Academy's academic honesty policy we encourage our students to be:

- **Inquirers** – who acquire the skills necessary to conduct inquiry and research
- **Knowledgeable** – who explore concepts, ideas and issues
- **Principled** – who act with integrity and honesty, take responsibility for their own actions
- **Open-minded** – who are accustomed to seeking and evaluating a range of points of view
- **Risk takers** – who are brave and articulate in defending their beliefs

These qualities, when applied to learning and student work, will establish skills and behaviour to support good practices to be found in the classroom, used for independent learning and continued to examination level. These good practices are expected to be introduced, modelled and used throughout the academy. These practices will also be clearly articulated in schemes of work and curriculum maps for the IB MYP.

The Academy aims to be an outstanding, inclusive learning community where everyone feels safe and valued. We aim to develop inquiring, knowledgeable and caring young people who help to create a better, more peaceful world through intercultural understanding and respect, recognising that other people with their differences can also be right. We believe that honesty is integral to positive relationships of all kinds, and crucial to academic and vocational success.

At Ebbsfleet Academy, we place a high value on honesty and integrity, and this extends to work submitted for assessment. Our expectations are set out below. All members of the community need to be aware that we treat academic dishonesty or plagiarism as a very serious matter.

PLAGIARISM

Plagiarism can be defined as: 'the practice of taking someone else's work or ideas and passing them off as one's own'. In principle, plagiarism will be unacceptable at all times at Ebbsfleet Academy. Students are to be encouraged at all times to develop their own thinking and ideas and to reference the ideas of others when needed.

CHEATING

Within the context of Ebbsfleet Academy, academic cheating can be identified as: 'to act dishonestly or unfairly in order to gain an advantage'. It can be identified as potential activities on different levels of severity. These could include:

- **Basic level**: copying classwork or independent learning
- **Medium level**: concealing answers within an internal test and using these.
- **High level**: cheating within an external exam/assessment. All allegations of cheating would always be investigated and the consequences of such actions would be dealt with by the academy's behaviour policies and if deemed of a very serious nature, by the regulations of the Examinations Boards, JCQ and Ofqual.

CONSEQUENCES

In the first instance, work that is deemed to be academically dishonest will receive zero as a grade (though the teacher may give some feedback to the student). In addition, the teacher will write a letter to the student's

parents/carers outlining the incident and how it has been dealt with. A copy of this letter will be forwarded to the IB programme coordinators.

In the event that there is a second instance of academic dishonesty, the piece of work will receive zero marks. In addition, parents/carers will be asked to attend a meeting at the academy with Ms Cardnell (Vice Principal and MYP Coordinator). This meeting will try to ascertain whether there was a clear attempt to deceive on the part of the student. Based on the meeting's findings, a number of sanctions may be employed, ranging from placing the student on report to a period of fixed term exclusion. Subsequent instances of academic dishonesty could put the student's place at the academy at risk.

POSSIBLE CONSEQUENCES

Consequences should be considered in relation to a student's age, level of awareness and previous teaching, severity of the incident, intent, background, character history, history of academic honesty, and any other relevant factors. It is at the professional discretion of the teacher, Director of Learning, and any other line managers to decide consequences.

Possible consequences include but are not limited to:
- Detention
- Resubmission of work
- College report
- Isolation
- Receiving a zero for this piece of work
- Suspension
- Withdrawal from the course

STUDENTS' RIGHTS

If a student must attend a meeting, they are allowed at any stage to have a parent/carer or another teacher attend the meeting with them.

STUDENT'S ROLE

The academically honest student:

DOES
- Acknowledge help from parents/carers, older students and friends
- Acknowledge help from teachers and other adults
- Acknowledge the source of direct quotations
- Acknowledge information taken from books and the Internet
- Acknowledge reference materials in a bibliography
- Know what constitutes cheating and abides by the rules
- Follow all exam rules

DOES NOT
- Use notes during a test unless allowed by a teacher
- Copy from another student during a test
- Copy from the homework of another student
- Hand in work as their own that has been copied
- Do homework for another student
- Give another student their own work to copy
- Hand in work produced by AI as their own

TEACHER'S ROLE

Teachers will:

- Attend professional development offered by the Academy to understand the expectations of academic honesty
- Allow students the opportunity to practise and learn how to use other people's work in support of their own, in an age- and skill-appropriate way
- Teach awareness of misconduct and procedures
- Understand that students sometimes make mistakes, and will give students the opportunity to learn from their mistakes
- Report any detected plagiarism or cheating

In a cohesive and comprehensive way, students will receive instruction in:

- Use of the library and internet
- Basic note taking skills
- Simple paraphrasing and adaptation of source material
- Ways to acknowledge informally in writing and speech
- Relevant use of direct quotations and citations
- Simple ways to acknowledge information derived from electronic sources
- Writing a bibliography
- What constitutes cheating
- What are the outcomes of cheating

ACADEMY'S ROLE

- Provide professional development for teachers
- Promote parental awareness
- Inform parents of expectations and consequences
- Keep central records of each situation and the consequences to ensure consistency and highlight trends
- Support teachers in administering consequences and penalties

PARENTS'/CARERS' ROLE

- To support students in completing academically honest work
- To support teachers in any consequences stemming from cheating or plagiarism

REFERENCING

Ebbsfleet Academy will use the Harvard referencing system. Students and staff will take part in workshops run by the librarian that will demonstrate how the Harvard referencing system will be used. This will then be reinforced through effective teaching and learning within lessons and pastoral programmes.

USE OF ARTIFICIAL INTELLIGENCE

Artificial intelligence based products, such as ChatGPT, will continue to evolve and be readily available to students and staff around the world. At Ebbsfleet Academy we strive to incorporate digital tools within our work and the work of our pupils and also uphold the principles of academic integrity.

AI currently exists in many digital tools and software. LAT will only ask its staff and students to use these tools when they have been approved and are part of the LAT Digital Toolkit. As the use of AI develops, the following must be considered:

Teachers:
- Teachers must be aware of the existence of AI software and some of their capabilities in order to be able to spot academic misconduct.
- Teachers must discuss the use of AI when assigning work that students might seek support from and set boundaries for what is and is not acceptable to use from an AI software, e.g. "when writing this article, you may use AI to help you create a catchy headline but you cannot use it to write the whole article."
- If teachers suspect use of AI they must investigate this and report it to their SLT Line Manager who can assist them, as there are plagiarism and AI detection softwares out there to help detect academic dishonesty.
- Suspected use of AI in external assessments must be reported to the Principal as Head of Centre, Crystal Cardnell - VP i/c Exams and Karen Wilby, Exams Officer.

Students:
- Students must highlight which aspects of the work were helped by AI software.
- If using AI software, students cannot copy and paste results and present this as their own work, they must cite their sources and paraphrase work in their own words.