

IST Academic Honesty Policy

At International School of Tallinn, the IB Learner Profile provides the foundation for academic honesty, as it asks us to be principled in our lives in and out of school. The Learner Profile reminds us that principled people “act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.” Our policies and practices regarding academic honesty stem from this philosophy, and IST’s mission “to educate for international understanding” inspires us to meet the highest standards of ethical practice.

In teaching, learning and assessment, academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work. Upholding academic honesty also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.

Academic Misconduct: The IB General Regulations defines misconduct as “behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.”

Plagiarism: Defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

- Exact copying from another person’s work without using a full and appropriate citation consistent with the MLA Formatting and Style Guide
- Taking basic words or language from another source without providing a full citation, even paraphrased ideas must be cited
- Presenting another person’s ideas or thoughts as one’s own
- Presenting text from the Internet or another source as though it is one’s own
- Submitting an assignment, or a portion of an assignment, for multiple purposes or in multiple courses, is often referred to as self-plagiarism

Collusion: Defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another.

- Helping someone else cheat both deliberately and through support
- Allowing your work to be copied and/or submitted by another student, including homework assignments
- Representing significantly unequal work as an equal collaboration
- Writing a paper or doing homework for another student, including sharing completed work with students who may take the course in the future
- Sharing information about assessment content and questions with other students

Collusion is to be distinguished from collaboration, which we define as multiple students actively engaged during the course as well as in the creation of a product per the assignment guidelines. It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task.

Other Examples of Misconduct:

- Taking unauthorized material into an examination room
- Stealing examination materials
- Disruptive behavior during examination
- Disclosure of information about the content of an examination paper within 24 hours after a written examination
- Sharing passwords

Consequences: Malpractice incidents will be discussed with the student and then reported to parents, counselors, and administration. Age-appropriate consequences will be administered within the school's discipline protocol when necessary.

The format for violation will be as follows:

1. The assessment will be taken from the student upon initial identification of a breach in academic honesty and there will be no opportunity to redo the assessment
2. The student will receive a "1" for the assessment and this will be officially recorded
3. School administration will notify parent(s)/guardian(s) of the infraction
4. Official documentation will be placed into the student's permanent record with a description of the incident

If a student continues to breach the academic honesty policy, further steps will be taken at the discretion of the school based on frequency and recurrence of the violation.

Responsibilities of Different Parties:

Students: The student is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. IST students are expected to:

- Work to produce authentic work
- Report malpractice violations to a trusted school employee
- Understand that putting your name on an assignment or assessment certifies it as your own work, cited appropriately
- Minimize malpractice temptation by managing time appropriately
- If an incident of malpractice occurs, either intentional or unintentional, complete the reflection process with your instructor
- Understand proper citation expectations for assignments
- Ask for guidance when you are unsure

Teachers: All teachers at IST share the responsibility of reinforcing best practices and teaching proper research skills. IST teachers are expected to:

- Communicate appropriate collaboration verses collusion with each assignment
- Teach a recognized citation convention for written and non-written works
- Demonstrate and model academic honesty in presentation, etc.
- Report and record academic dishonesty through a referral
- Assure students understand that when they submit a task as their own, they are representing that they have not received nor given aid on assignments or assessments. Teachers can opt to ask students to use their signature to explicitly assure this point if needed
- Minimize temptation for malpractice in assignments and assessments
- Communicate with students, parents, counselors, and administrators about concerns and malpractice offenses
- Teachers, administrators, and counselors involve students in reflection and discussion about instances of malpractice

School Administration: The school's leadership has the responsibility for establishing processes and procedures that supports and a school culture that actively encourages academic honesty. IST administrators are expected to:

- Support academic honesty policy and investigate all counselor/teacher reports of malpractice
- Ensure that all staff, students, and parents understand definitions, responsibilities, and repercussions
- Ensure the academic honesty policy is applied consistently throughout the school.
- Provide staff development and guidance on academic writing and referencing systems that are available.
- Provide teachers with material to guide students in maintaining academic honesty.
- Contact parents and students about malpractice incidents.

Parent(s)/Guardian(s): The home environment is an integral part of a student's academic performance. A solid partnership between home and school is essential in providing consistent and ongoing support in all areas of life. IST parent(s)/guardian(s) are expected to:

- Encourage their child to practice academic honesty
- Encourage their child to cultivate a culture of academic honesty in school
- Address concerns of academic misconduct/malpractice with their child and school personnel if necessary