

BODRUM PRIVATE MARMARA PRIMARY SCHOOL

INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME

ACADEMIC INTEGRITY POLICY

August 2022



BODRUM PRIVATE MARMARA PRIMARY SCHOOL ACADEMIC HONESTY POLICY

Bodrum Private Marmara Primary School gives great importance to academic honesty; and it has developed an academic honesty policy in line with these expectations. Academic honesty is an integral part of the education process and considered as sine qua non.

In Bodrum Private Marmara Primary School, all students, teachers and administrators are aware that they are responsible for academic honesty, and they should respect others' works as well as their.

The students are expected to inquire and to think critically and creatively, be knowledgeable, principled, caring and reflective which enables them to express their ideas freely. The honest learners with different perspectives learn information literacy skills.

The practices that provide unfair advantages for students like plagiarism, collusion, cheating etc. shall not be accepted/tolerated in Bodrum Private Marmara Primary School. The whole school community of Bodrum Private Marmara Primary School is required to know the Academic Honesty rules. Being unaware of the rules shall not be reason for violation.

Malpractice:

Cheating means having unfair advantage against the other students. Cheating in written assignments, assessments, examinations means showing someone else's work as your own work. Malpractices are not allowed or considered ethic as principled school community. As a whole school we try to be honest, respectful and principled lifelong learners. The malpractices are as follows:

Examinations

- Not obeying the examination rules, not listening to invigilator,
- Starting or finishing before or after the signs/instructions
- Talking, making signs to each other or sending notes to each other
- Taking or attempting to take the answers from another student's paper
- Letting another student see the answers or exam paper
- Receiving or sending the answers via electronic communication during exam
- Trying to have the exam questions before exam
- Catching with cheating papers on you before exam,
- Changing the exam paper with someone else,
- Bringing notes, materials etc. that are not allowed in the exam; these and similar situations on cheating etc.

Assignments/Papers

- Presenting an assignment, a project a work of others as yours partially or totally,
 - Letting someone use the work you prepare
 - Receiving help for the work you should do or having someone do the work (paid or free),
- Doing the individual works with groups or helping the ones who do not complete the work
- *Parents should guide for assignments not do them.
- Parents help students being reflective, inquirers, and researchers by providing resources.

Plagiarism

- Plagiarism is defined as the representation of the ideas or work of others as your own (even it is paraphrase or translation)
- Presenting an assignment prepared by another person,
- Violating citation and quotation rules as it is referred to a source. (footnote, referencing)

Providing wrong results, data or information or Forging them for your own sake

- Giving wrong sources,
- Wrong citation,
- Giving wrong evidences and data etc.

Collusion

- Falsifying official documents like report cards, transcripts, destroying the official documents
- Copying, downloading, duplicating of distributing works without permission/consent and without payment,
- Acting as if you read a text that you did not,
- Helping a friend for any of the actions stated above or push someone to help for these, Turn a blind eye to malpractices or not warning a friend violating these rules.

Any other behaviors

- Offering selling your assignments, tests etc. to others,
- Disturbing others' comfort while working,
- Disturbing, damaging or destroying others' works,

- Telling lies,
- Tarnishing school's name/reputation,
- Doing any of the actions stated above or helping someone doing them, planning them.

Academic Honesty Committee

There is an Academic Honesty Committee to conduct the works in relation to the Academic Honesty.

Members of the Academic Honesty Committee:

1. Principals/Heads
2. Vice Principles
3. IB DP and PYP Coordinators
4. Counsellor
5. Teacher Representative
6. Library Teacher

Working Principles of Committee

The working period of this committee is 1(one) year. It is constituted by the school principal at the beginning of every academic year. It is met twice a year. The works carried out for the school's academic honesty policy are evaluated in the meetings. The new teachers, students, administrators and parents are informed about the Academic Honesty Rules by the Librarian (library teacher) at the beginning of the academic year.

The first week of May is celebrated as “**Academic Honesty Week**” every year. There are activities including painting exhibitions, theatre shows and seminars etc. carried out for internalization of the issue.

Academic Malpractice Sanctions

Students who violate the academic honesty are subject to the sanctions of the Awards and Discipline

Regulations For Secondary Education Schools (Official Gazette # 22188 Jan. 31, 1995) and Turkish Ministry of Education Pass, Fail and Examination Regulations (8 December, 2004/25664), as well as IBO Diploma Programme General Regulations.

BODRUM PRIMARY MARMARA COLLEGE BIBLIOGRAPHY STANDARDS

Bibliography is a list of the information sources referred to in a scholarly work. It is attached to the end of the work in an alphabetic order.

It is our legal and moral obligation to state the owner of the work if we refer the words, writing or information of another person including book, internet sources, journals, data base or newspaper in our work. If you copy the citations without referencing the owner, you will commit an illegal act.

Students (especially starting from 4th graders) and teacher may apply to the Library teacher to learn about the details of the school's bibliography standards.

Teacher are responsible for explaining to the student that it is required to follow the bibliography standards in their work. Academic honesty is directly connected with principled and inquirer learner profiles. It is strictly forbidden to use resources that are not reliable for homework. For example: *Wikipedia*.

Writing a bibliography

Bibliographic information (author name, name of work, publishing place etc.) about the citations or references stated in the assignments must be stated in the bibliography.

How to write a bibliography:

Author's Surname, Name. *Title of work*. Place of publication: Publishing company,
Publishing year

Words in the title of the book or other source must start with a capital letter and be *italic*. You need to specify in which environment the resources you use are published. (Print, Web, PDF file, Digital file, Show, CD, DVD, Television, etc.)

Sample: If your source is a book:

Author's Surname, Name. *Title of book*. Place of publication: Publishing company,
Publishing year Volume Tekin, Latife. *Sevgili Arsız Ölüm*. İstanbul: İletişim Yayınları, 2014.
Baskı.

In-text Citation-Paraphrase

Citation

When you directly quote someone else's work it is called "**citation**". If you quote directly you have to use "**quotation marks**" for the information quoted. Following that you have to state the author's surname and page number between parentheses.

Sample: "quoted work" (surname page no).

Academic honesty is directly connected with principled and inquirer learner profiles. Starting mentioning about it from very early grades is very important for learners to know they cannot use others ideas as if they were theirs ideas. Even in kindergarten teachers need to mention about the name of the author and the name of the illustrator to create an awareness that there is somebody who wrote the book and drew the pictures in the book.

As Bodrum Private Marmara Primary School, our expectations for academic honesty from our teachers, students and parents are as follows:

Teachers,

- They adopt the principles of academic honesty and become a model for students in this regard.
- They make sure that students take responsibility for their own work and are able to work independently.
- They distribute group work equally.
- They respect students' opinions.
- They teach the principles of academic honesty and effectively monitor student work.
- They encourage students to use original sources.
- Inform their students about citing and reference sources in order to avoid the problem of presenting citations as their own thoughts.
- They do not use pirated publications and does not allow them to be used.

Students,

- They are aware of the principles of academic honesty.
- They know the importance of using original resources.
- When asked to work individually, they only take responsibility for their own work.
- They do not copy the thoughts or work of others.
- They know the rules of quotation and reference sources according to their level.
- They act impartially when analyzing the information they reach.

Parents,

- Adopts and supports the academic honesty policy implemented by the school.

- Encourages their children to act in accordance with the academic honesty policy of the school with their attitudes and behaviours.
- They encourage their children to use original sources.
- They observe their children while doing internet research.
- They help their children access information. When evaluating the success of the student, he considers his/her efforts and development in the learning process. He knows that the main factors in academic success are not only grades, but also knowledge, ability to access information, respect for knowledge and forms of expression.
- Knows that the duties given to the student by the school are the responsibility of the student. He doesn't fulfill these responsibilities himself.
- They do not use pirated publications and does not allow them to be used.

As educators, our aim is to convey the importance of academic honesty to the school community. Our goal in this regard is in line with the IB's philosophy, learner profile attributes and skills.

In case of violation of academic honesty principles, our students are asked to repeat the same task from the beginning. Parents and administrators are informed about this.

Our teachers and librarians work together to create activities at all levels to improve our students' research skills. After the policy is created, the recommendations and opinions of all teachers and administrators in the school are taken and necessary additions and corrections are made. This document is revised every three years.

Primary Years Programme, Academic Honesty Policy. 1st Edition September 2009. 1st revision: 1 July 2011. 2nd revision: 2 August 2016. 3rd revision: 6 March 2017. 4th revision 26 August 2019. 5th revision 19 August 2022