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## Academic Honesty Policy

Embassy International School places high value upon academic integrity and recognises this as central to any good educational process. Engagement means that work submitted should always be the pupil's **own work** and represent the **best of their efforts**, no matter how good or bad they think this may be. **Only through engaging with their work can teachers help pupils progress.** Further, plagiarism, any form of cheating, or any form of intellectual dishonesty will not be tolerated, nor will assisting someone else in academically dishonest conduct. In order to support pupils in developing and maintaining positive learning habits each Form Tutor in Secondary has 25 minute office hours twice per week. Pupils are required to come for a meeting if requested to do so by a form tutor with one day of notice and failure to do so will be considered a disciplinary matter.

The public examination boards with whom the school is registered have separate, highly stringent policies regarding academic honesty. These regulations must be complied with at all times by pupils and staff of Embassy International School.

**Plagiarism** is passing off someone else's work or ideas as your own, intentionally or accidentally, by not including references showing where your ideas have come from. Plagiarism is fairly easy to identify and a number of tools are available to help the school in this.

**Cheating** is having someone else do your work, or collaborating without acknowledging the extent and division of work in collaboration.

**Intellectual dishonesty** is failing to check the full validity of an idea or limiting the process of inquiry without good cause.

These definitions cover the spirit of violations of academic integrity and are not exhaustive definitions.

### Quotation and References

All quotations and references in pupil's work must be cited accurately using the Harvard system. Pupils will be taught how to do this and given regular opportunities to revise this skill.

Failure to use adequate citation processes will result in disciplinary actions and a pupil's grade will be capped at 2 for the task involved.

### Homework

All homework must be the work of the pupil for whom it was set. Any problems with completing homework should be reported to the appropriate teacher at the first opportunity so that suitable help can be given. It should be remembered that homework has a diagnostic aspect and should be treated with utmost respect. The school has a separate homework policy.

### Using own words

Whilst the statements above should make it clear that plagiarism is not tolerated, it should be further stated that learning depends upon processing ideas. From time to time the school will teach children how to use their own words and explain the metacognitive aspect of this and help pupils develop this skill and extend the further benefits of processing ideas. If a pupil does not feel confident in using their own words they should speak to any teacher, **who will help them develop this skill.** If a pupil is involved in a deeper and longer process related to this the form tutor will be informed and help will be extended to all subjects.

A copy of this policy will be available in all classrooms.

Serious or repeated breach of this policy will result in disciplinary action and may ultimately lead to exclusion from the school.

Lindsay Davidson, Head of School

Revised May 2020, next revision July 2021