



İDF ÖZEL BİLKENT MIDDLE SCHOOL

ACADEMIC HONESTY POLICY

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1. INTRODUCTION

1.1 Institution

Since 1997, İDF Özel Bilkent Middle School aims to follow the trail blazed by the principles and revolutions of Mustafa Kemal Atatürk and to offer our students, who will be building our future, high-quality educational experiences promoting intercultural understanding and respect with its experienced staff dedicated to a contemporary understanding of education.

1.2 Mission

In its education journey where it was actively engaged with the International Baccalaureate Middle Years Programme over the 2015-2016 year and became a candidate school as of September 2016, our School, merging the International Baccalaureate Middle Years Programme and the national curriculum, adheres to the principle of educating **inquiring, knowledgeable, thinking, communicating, principled, open-minded, caring, risk-taking, balanced and reflective** individuals who possess the qualities of a “world citizen”.

1.3 IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world. IB learners continually strive to be:

Inquirers

They nurture their curiosity, developing skills for inquiry and research. They know how to learn independently and with others. They learn with enthusiasm and sustain their love of learning throughout their lives.

Knowledgeable

They develop and use conceptual understanding, exploring knowledge across a range of disciplines. They engage with issues and ideas that have local and global significance.

Thinkers

They use critical and creative thinking skills to analyse and take responsible action on complex problems. They exercise initiative in making reasoned, ethical decisions.

Communicators

They express themselves confidently and creatively in more than one language and in many ways. They collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled

They act with integrity and honesty, with a strong sense of fairness and justice and with respect for the dignity and rights of people everywhere. They take responsibility for their own actions and their consequences.

Open-minded

They critically appreciate their own cultures and personal histories, as well as the values and traditions of others. They seek and evaluate a range of points of view, and are willing to grow from the experience.

Caring

They show empathy, compassion and respect. They have a commitment to service, and they act to make a positive difference to the lives of others and in the world around them.

Risk-takers

They approach uncertainty with forethought and determination; they work independently and cooperatively to explore new ideas and innovative strategies. They are resourceful and resilient in the face of challenges and change.

Balanced

They understand the importance of balancing different aspects of their lives – intellectual, physical and emotional balance – to achieve well-being for themselves and others. They recognize their interdependence with other people and with the world in which they live.

Reflective

They thoughtfully consider the world and their own ideas and experience. They work to understand their strengths and weaknesses in order to support their learning and personal development.

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2. PURPOSE OF THE ACADEMIC HONESTY POLICY

2.1 Development Process of the Academic Honesty Policy

The Academic Honesty Policy of İDF Özel Bilkent Middle School has been developed by a committee consisting of the School Principal, MYP Coordinator, Librarian, a Turkish language teacher, a Communications and Design teacher and an English language teacher. The committee convened an hour a week in the presence of the MYP Coordinator. The School's Policy was structured over the 2015-2016 academic year.

The Academic Honesty Policy is intended to bridge the gap between the PYP and DP. In the process of developing the MYP Academic Honesty Policy, *From Principals into Practice Guide*, *Reflection Guide*, and the processes of developing an academic honesty policy in PYP and DP were examined. After the policy was formulated, the opinions and suggestions of all the teachers and administrators in the school were sought, and required additions and revisions were made and are continuing to be made to the policy in the light of these suggestions.

2.2 Description of the Academic Honesty Policy

Academic honesty should be seen as the collection of good practices in education, teaching and assessment, as well as the values and skills that promote individual honesty. It is shaped by a myriad of factors, among which are peer pressure, culture, parent expectations, role-modeling and taught skills.¹

2.3 Purpose of the Academic Honesty Policy

By adopting this Academic Honesty Policy, İDF Özel Bilkent Middle School aims to enable students to internalize the concepts of intellectual property, originality and creativity and to guide them towards scientific research. The objective of the activities designed to promote the implementation of academic honesty is to make sure that students use information correctly by using scientific methods and ethical principles.

Consequently, students are prevented from

a) Using a quotation without crediting the source,

¹ IBO Academic Honesty Policy – PDF (2007).

- b) Presenting a piece of information or an idea as if it were his/her own,
- c) Submitting an assignment prepared by someone else as if it were his/her own,
- d) Having someone else do his/her homework for him/her.

The School Principal, MYP Coordinator, all teachers, librarian, administrative personnel, other staff members, students and parents are responsible for the dissemination of the Academic Honesty Policy across all units and its implementation and promotion throughout the school. The Policy is accessible to the entire school community on the School's website and documents.

Academic Honesty Policy is regularly reviewed and updated. Plans are made at the end of each academic year for the next one.

3. PRINCIPLES AND RESPONSIBILITIES IN THE ACADEMIC HONESTY POLICY

3.1 Student Responsibilities

Students at İDF Özel Bilkent Middle School

1. Know that cheating in the examinations and assignments means stealing another person's property. As **caring** individuals, they do not cheat and allow others to cheat from them.
 2. Act as **principled** individuals; avoid doing any acts that may disrupt the order in the exam and follow the invigilating teacher's instructions.
 3. Complete the tasks assigned to them successfully and do not let someone else do their task for them. They can **take risks**, when necessary, with respect to tasks.
 4. Do their own part in group work. They are **caring** and **balanced** in their interactions with other group members; express their ideas **open-mindedly** and **respect** others' ideas. ²
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5. Conduct research objectively; are willing to **reflect**, ask questions and **inquire**.
6. Use critical and creative **thinking** skills while doing assignments, projects and research, and make rational decisions.
7. **Respect** others' works and knowledge, and do not use the information found in sources as if it were their own in assignments and projects.
8. As **principled** individuals, credit the sources of information, which can be other people, the Internet or books, following the MLA (Modern Language Association) referencing system in a reference list. The referencing guide in the classrooms and on the walls helps students in this respect.
9. Fulfill their responsibilities when they are producing original pieces of work and take **care** to credit sources.
10. **Respect** copy rights and do not use pirate copies.
11. Are knowledgeable when using technology. They know how to avoid plagiarism.
12. Act as **caring** and **principled** individuals when using the local network or the Internet at home or in the school and know that it is unethical to send and share messages, visuals or videos that insult people or institutions.

3.2 Teacher Responsibilities

Teachers at IDF Özel Bilkent Middle School

1. Adopt and support the Academic Honesty Policy.
2. Explain the Policy to the students and encourage them to use it by modelling.
3. Assess student work and products without any biases and keeping an equal distance from each student.
4. Arrange the classroom setting in consideration of academic honesty and exam policy of the school (Annex 1- Exam Policy)

5. Follow the MLA (Modern Language Association) referencing system in the academic documents s/he shares with students.
6. When they have suspicions that a student may not be acting in accordance with the Academic Honesty Policy, they know that they have to have concrete evidence to prove their suspicions and do not refrain from initiating the required procedures.
7. Do not use pirate copies and do not let others do so.

3.3 Parent Responsibilities

Parents at IDF Özel Bilkent Middle School

1. Adopt and support the Academic Honesty Policy implemented by the School.
2. Encourage their children to act in accordance with the School's Academic Honesty Policy by modelling.
3. Know the procedures that the School will follow if the student acts in breach of the Policy and work in **cooperation** with the School.
4. Consider effort and progress when evaluating the student's academic success. They know that grades are not the sole criterion in academic achievement.
5. Recognize the fact that it is the student's responsibility to complete assignments and do not take on this responsibility.
6. Do not use pirate copies and do not let others do so.

3.4. Responsibilities of the School Administration and Academic Honesty Committee

Administration and Academic Honesty Committee of Özel Bilkent Middle School

1. Ensure the implementation of the Academic Honesty Policy across the School as expected by IB.
2. Commission in-school activities for the adoption of the Academic Honesty Policy and ensure the participation of all members of the school community in them.
3. Have the students sign the Academic Honesty Contract prepared according to the Academic Honesty Policy in the enrolment process and inform the students of the consequences of violating the contract.
4. Follow the required procedure and implement the consequences in the case of violation of the contract.

5. Do not use pirate copies and do not let others do so.

4. ACADEMIC HONESTY CONTRACT

Students at Özel Bilkent Middle School honor this contract as “Inquirers” and “Principled” individuals.

Inquirers: They nurture their curiosity, developing skills for inquiry and research. They know how to learn independently and with others. They learn with enthusiasm and sustain their love of learning throughout their lives.

Principled: They act with integrity and honesty, with a strong sense of fairness and justice and with respect for the dignity and rights of people everywhere. They take responsibility for their own actions and their consequences.

As a student of İDF Özel Bilkent Middle School,

1. I know that cheating in the examinations and assignments means stealing another person’s property, and as a **caring** individual, I will not cheat and allow others to cheat from me.
 2. As a **principled** individual, I will avoid doing any acts that may disrupt the order in the exam and will follow the invigilating teacher’s instructions.
 3. I will try to complete the tasks assigned to me successfully, and I will not let someone else do the task for me. I will **take risks**, when necessary, with respect to tasks.
 4. I will do my own part in group work. I will be **caring** and **balanced** in my interactions with other group members. I will express my ideas **open-mindedly**, when necessary, and I will **respect** others’ ideas. ³
 5. I will conduct research objectively; I will **reflect**, ask questions and **inquire**.
 6. I will use critical and creative **thinking** skills while doing assignments, projects and research, and make rational decisions.
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7. I will **respect** others' works and knowledge, and I will not use the information I find in sources as if it were my own in assignments and projects.
8. If I receive any assistance from my family, friends or teachers in my assignments, projects or research, I will notify my teachers.
9. I will complete assignments, projects and other work to the highest standard and before the deadline.
10. I will act as a **principled** individual and credit the sources of information, which can be other people, the Internet or books, following the MLA (Modern Language Association) referencing system in a reference list.
11. When I use technology and books in my research, I will respect copyrights and I will not use pirate copies. I will avoid plagiarism and falsification.
12. I will act as a **caring** and **principled** individual when using the local network and/or the Internet at home or in the school and I will not share messages, visuals or videos that insult people or institutions.
13. I will be **caring** when using the Internet and technological devices in the School and abide by the rules laid down in the Internet contract (Annex 1 – Internet Policy).

I read and understood the Academic Honesty Contract of İDF Özel Bilkent Middle School. I hereby promise, by signing this contract, to act in accordance with academic honesty in and outside the school.

Student Name and Last Name

Signature

Date:

I read and understood the Academic Honesty Contract of İDF Özel Bilkent Middle School. I promise, by signing this contract, that my child will adhere to principles of academic honesty in and outside the school.

Parent's Name and Last Name

Signature

Date:

7. ARTICULATION OF THE ACADEMIC HONESTY POLICY WITH OTHER POLICIES OF THE SCHOOL

Academic Honesty Policy affects, directly or indirectly, other policies of the School (Student Admission Regulations, Special Educational Needs Policy, Assessment Policy and Language Policy) and there is an interaction between these policies and the MYP Academic Honesty Policy.

7.1. Student Admission Regulations

As part of the School's "MYP Academic Honesty Policy", both students who will be new enrollments and continuing students, as well as their parents sign the Academic Honesty Contract. Thus, the students and parents are made aware of their responsibilities and prevented from acting in violation of the principles of academic honesty over the year.

7.2. Special Educational Needs Policy (SEN)

Adopting the principle "Everyone can learn", academic honesty practices like referencing are used with students who have special educational needs in our school in a simplified form.

7.3. Assessment Policy

All teachers at Özel Bilkent Middle School encourage the students to act with academic integrity. Thus, irrespective of the subject field, students are expected to provide references in all student work, including tasks, assignments, projects, etc. and assessment of student work involves an evaluation of the extent to which students follow the rules of academic honesty.

7.4. Language Policy

All students know that using another person's text or sentence in his/her mother tongue or in a foreign language without obtaining that person's permission and without crediting the source is "plagiarism". It is the teachers' responsibility to guide the student when preparing an original piece of work.

9-ANNEXES

Instructions for Invigilating Teachers

The Internet Policy

Referencing Table

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