

## **Brummana High School**

### **Academic Honesty Policy**

#### **1. Philosophy**

‘I Serve’, the BHS motto, means that the Brummana High School community behaves in accordance with the Quakers educational values that “nurture character traits such as integrity, honesty, simplicity, co-operation (...)" as listed in the Quakers' leaflet on the school's website.

Combining honesty with integrity in the BHS academic environment not only supports intellectual growth but also creates a fair learning environment. The pressure to get good grades and the temptation of appropriating others works as our own can sometimes blur the honest and integral intellectual process. Teachers and administrators at BHS firmly believe that cheating strips away the core value of education, and threatens the integrity of our school community.

The Academic Honesty Policy asserts that we promote a fair environment for teaching, assessment and learning, that we value and prioritize learning for the sake of learning and that we therefore rigorously require personal integrity and intellectual honesty in all academic endeavours.

#### **2. Definition of academic honesty**

Being honest means choosing not to lie, steal, cheat, or deceive in any way. Closely associated with honesty is integrity. Integrity means thinking and doing what is right at all times, no matter what the consequences are. When you have integrity, you are willing to live by your standards and beliefs even when no one is watching.

*Academic honesty means acting with integrity in all your school work by making sure that your work is your own and not copied from friends, books or the Internet.*

#### **3. Forms of academic dishonesty (examples include, but are not limited to the following):**

- a. **Plagiarism:** “this is defined as the representation of the ideas or work of another person as the candidate’s own” – (IB Academic Honesty Policy Guide – page 3, 2007)
  - Copying someone’s work from internet or other sources without citing the references (journals, books, websites...) in quotations or a bibliography.
  - Paraphrasing without acknowledging the source of the ideas.

- Asking an adult or another student to complete one's assignment, work or project.
- Translating a piece of work, essay, poem, ...from one language to be used in a different language especially without citing any reference,
- The imitation of a certain piece of art, music, work... The sources of inspired creative work were not acknowledged.

b. **Collusion:** "this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another" – (IB Academic Honesty Policy Guide – page 3, 2007)

- Differentiate between legitimate collaboration in a team work and collusion in a certain portfolio/ assignment.
- Impersonating another candidate for example in the case of twins.

c. **Duplication** of work: "this is defined as the presentation of the same work for different assessment components and/or diploma requirements" – (IB Academic Honesty Policy Guide – page 3, 2007)

d. **Failure to abide by the rules and instructions given by the invigilator during examinations.**

- Disruptive behaviour during examinations
- Modifying or not abiding by the seating plan during an examination.
- Failing to abide by teachers' instructions during an examination.
- The use of unauthorized material such as mobiles, tablets and androids during examinations.
- Getting or giving information during examinations.
- Leaving notes, hints, or references in the restroom where students can have access during their examinations.
- The use of written notes during examinations even if they are not actually being used or even if they were not intended to be used or even if the candidate claims that s/he was unaware of their possession.

e. **Misconduct / Cheating**

- Faking and fabricating results of surveys or researches to cater for a student's project and/or to speed up the assigned work before a deadline.
- Hacking the school database or breaking into offices that will give students an unfair advantage in examinations and assessments.
- Pretend illness to miss a test or to get an unfair advantage in a research project or assignment.

#### **4. Responsible Parties**

Administrators, teachers, parents and students must understand, accept, and share responsibilities if this policy is to be effective.

##### **a. Students**

BHS students are expected to engage at all times in responsible, ethical and honest academic work.

###### **Responsibilities of students:**

- Know and uphold the school's Academic Honesty Policy and sign an honesty pledge which will be placed in the student's file.
- Allow enough time to study.
- Do not lend nor borrow work.
- Correctly acknowledge work and ideas of others by citation, footnote or bibliography as per the school guide...
- Work collaboratively in study groups with specific assigned tasks by the teacher.
- Refer to the teacher and / or librarian for directions whenever in doubt and for clarifications about appropriate help from parents, tutors, or other students.
- Refrain from discussing the test until the teacher allows you to do so.

##### **b. Parents**

BHS relies on the cooperation of parents to instil core values of honesty and integrity since early childhood.

###### **Responsibilities of parents:**

- Avoid putting pressure on students to achieve high grades at any cost.
- Provide students with a calm study environment at home.
- Encourage wise use of time to help students plan and organize their work.

- Support the students' efforts but not do the work for them.
- Attend awareness sessions on malpractice offered by the school.
- Read and know the school policy about academic honesty.
- Support the spirit of the procedures and regulations.

### **c. Teachers**

BHS expects the teachers to embody the school's spirit and philosophy of the Academic Honesty Policy.

#### **Responsibilities of teachers:**

- Review the policy with the students several times a year and highlight the academic dishonesty malpractices and their consequences by giving clear examples.
- Specify the type of work whether cooperative or individual by clearly defining of what is expected of the students.
- Guide students throughout their work and teach them how to appropriately cite resources. The librarian can be of assistance in this process.
- Keep grade books, assignments and tests out of students' reach.
- Report violations to the Academic Honesty Board.
- Announce to students when it is permitted to discuss a test after it has been taken.
- Devise assignments and tests that minimize malpractice opportunities for students and ask them to submit their work to the plagiarism prevention website [www.turnitin.com](http://www.turnitin.com)

### **d. Administrator**

BHS administration is expected to support the spirit of Academic Honesty Policy with all the school's stakeholders.

#### **Responsibilities of administrator:**

- Disseminate copies of the Academic Honesty Policy to teachers, students and parents. Also make it available on the website.
- Structure the tests schedule in order to allow fair time study opportunities for each subject.
- Include Academic Honesty in advisory topics.
- Inform teachers about students with prior violations.

- Review on a case by case basis the need of reporting a malpractice on a student's transcript.
- Investigate malpractices with the help of the BHS Academic Honesty Board.

## 5. Investigation of malpractice at BHS

Any member of the BHS community who is aware of a violation of the Academic Honesty Code can inform the appropriate teacher, Head of Department, Head of Section, and Director of Studies or send an email to: [academic.honesty@bhs.edu.lb](mailto:academic.honesty@bhs.edu.lb)

The BHS Academic Honesty Board will start the investigation of the violation within 24 hours upon receiving the complaint and is comprised of:

- i. Principal
- ii. Head of Section
- iii. IB Coordinator
- iv. Subject Teacher
- v. Student Advisor
- vi. Counsellor
- vii. Prefect / Student Council Member

## 6. Consequences for violations

At BHS, we strongly believe that people do what is wrong because they do not know what is good, so implementing a sanction system should be coupled with awareness and continuous learning / improvement plan.

It is essential that the investigation and subsequent reporting are undertaken without delay and a written incident form of the malpractice is recorded by the relevant teacher, administrator, librarian or supervisor.

The penalty will be imposed according to the nature of the offence from the lists below but is not limited to them. The duration of the penalty will be decided by BHS Academic Honesty Board.

### a. Measures taken for first-time minor offences

- i. Point(s) reduction up to a zero grade on assignments, tests, and quizzes at the teacher's discretion.
- ii. Suspension from school. and/or exclusion from extracurricular activities for one year from the date of the violation.
- iii. Additional Community Service hours.

- iv. The student's name will be shared with the faculty during grade levels meetings.
- v. Suspension in repeated offenses.

*N.B. In any situation, the student may be referred to the counselling department*

**b. Measures taken for recurring violations or first-time major offences**

- i. Giving a 40% average grade in the subject for the term during which the incident occurred.
- ii. Possible expulsion from school.
- iii. Declining in writing and/or rescinding recommendation letters.
- iv. Mentioning academic dishonesty infractions / violations in a recommendation letter.
- v. Meeting called by Principal with student, teacher, parent, and counsellor and follow-up action will be documented in student file.
- vi. Disqualification from BHS Honour Roll / Prize Day.
- vii. Dropping of Merit Scholarships.
- viii. Notation of the violations of the Academic Honesty Code is made on the student's transcript.

**7. Appeal Procedures**

An appeal of a decision on academic honesty must be submitted in writing by the student to the Principal within five school days of notification of the decision. Supporting information must be submitted with the appeal.

An appeal or submission made after this deadline will not be considered.

Appeals are limited to the following reasons:

- Investigation procedures were not appropriately followed.
- Consequences were inappropriate for the breach.
- Newly available evidence emerged and can change the outcome decision.

## ADDENDUM

### **Artificial intelligence and Academic Integrity Policy:**

#### **1. Integrating Artificial Intelligence in Academic Settings:**

As technology continues to evolve, the use of artificial intelligence has become almost inevitable. Thus, it is very important to create guidelines that reflect the school's mission and values and ensure that the use of AI is ethical and educational.

#### **2. BHS Perspective:**

Whilst the use of AI raises some concerns, it is not catastrophic. The School perceives it as a powerful tool that will be commonly used in the future. Therefore, it is crucial to adopt an educational programs and assessment strategies to safeguard the safe use of these tools.

BHS will work closely with teachers to support their students at all grade levels, guiding them on the ethical use of these tools, following the principles outlined in the school's Academic Integrity Policy. Students are ultimately expected to become inquirers, principled learners and critical thinkers in their academic pursuits.

#### **3. Guidelines / responsibilities of students:**

In principle, BHS does not favor the use of Artificial Intelligence tools at any grade level. However, secondary students may utilize them under specific conditions and guidelines:

- Use AI responsibly as an assistance to nurture their knowledge and ideas and not to provide complete answers.
- Refer to it as a tool that helps enhance learning and researching to complete assignments, without jeopardizing their critical thinking or original work. AI cannot be used before the Secondary section.
- Secondary students should ensure the accuracy of any information or response generated by AI and verify it from trusted and valid sources. Subsequently, they will be responsible for any errors.
- Agree to abide by the rules and principles set in the school policy when using AI tools for schoolwork or learning.
- Cite appropriately following MLA guidelines when paraphrasing or quoting samples of AI-generated content. The software must be credited in the body of the text and referenced on the Works Cited page.

- Assignments should be completed in a way that demonstrates an understanding of the course content and learning objectives. It should be produced over a period of time and not overnight.
- It's strictly not allowed to use AI tools in Language acquisition subjects at all grade levels.

All written assignments for students up to grade 9 must be completed during school hours

#### **4. Consequences:**

- Students should be aware that the school doesn't regard any work produced by such tools, to be their own, even if it's just a paragraph or a small section.
- Students should be reminded that most of the generated AI texts are repetitive and most likely not of a good enough quality to be awarded high marks.
- Students may not earn full credit if inaccurate or invalid information is found in their work.
- Unethically produced texts by AI tools and adopted by students as their own will be considered as an act of plagiarism and consequences will be based on this.  
In this case, the following decisions might be taken:
  - No marking penalty.
  - The paper of the suspected student may not be submitted for grading.
  - The student will be requested to submit an entire new work or repeat the work under supervision.
- Students will be fully responsible of the teacher or the school's decision.
- Teachers will conduct one-on-one discussions with students who are suspected of using AI tools unethically or who demonstrate significant discrepancies in their writing styles.
- Students may be liable to suspension from school for the unethical use of AI.

## **References**

BHS Student Handbook

Canadian Academy HS Academic Honesty Policy

Freemont Union High School District Integrity Policy

IBO Academic Honesty Policy Guide

Piedmont High School Academic Integrity Policy

Quakers Leaflet on BHS website

Troy High School Academic Honesty Policy