POLICY STATEMENT

Policy	Academic Honesty policy
OFSTED Standard No	
School Department	Teaching, Learning, Assessment and Tracking

Date Written	5th April 2017
Written by	G Sutton
Approved by	SMT
Date of Approval	5th April 2017
Next major review date	14th August 2018
Location and disseminations	A copy of the policy can be found, in the school admin office and on the school website.
The context of the policy and its relationship to other policies	This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, school visits, child protection and safeguarding.
Forms, feedback and reporting	Some policies have specific reporting forms (these would be indicated within the policy). However, don't panic if you cannot locate the correct reporting or feedback form you will find, next to every policy on the web site that there is an online report form and rating form for any feedback that you may wish to give.

Academic Honesty

Academic honesty and integrity are essential to meaningful education. It is the faculty's responsibility to ensure that students understand what academic honesty is, and why it is important. By discussion and example we must lead students to respect and value honesty in their own lives.

"Academic dishonesty" should be defined at the beginning of the school year in order that students have clear guidelines by which to work. At the beginning of each term teachers should spend some class time explaining or reiterating what is and is not acceptable. Specific areas to be covered should include:

- Cheating in tests or quizzes (copying, using crib sheets etc.).
- Copying or "collaborating" on homework assignments without permission from the teacher.

- Presenting someone else's thoughts or efforts as one's own.
- Plagiarism (copying, paraphrasing, "borrowing" ideas).

These can be made clearer to students if examples can be drawn from particular subject areas. Teachers should be clear in outlining expectations to students. Guidelines for Prep, e.g. whether students can work together, should be given at the beginning of each term. Special assignments such as research papers should be explained in detail, and topics, such as plagiarism, reviewed as appropriate.

Also, teachers must take reasonable precautions to ensure against dishonesty. Teachers should take care, where possible, in seating arrangements during tests and quizzes. Students should refrain from talking (if students have questions, they should raise their hands and teachers should approach the student), and students should cover their work during testing so that they do not invite dishonesty on the part of others. Teachers should emphasise their need for honest, accurate assessment of student progress. Teachers can only help students in their learning if they know what each student's particular strengths and weaknesses are.

In cases where a teacher is certain of dishonesty, the student must be confronted immediately, and the Head of Teaching and Learning should be informed. In cases where a teacher is uncertain, he/she should investigate further and feel free to seek help.

A student caught cheating shall receive an academic penalty. Generally, the penalty is a zero on the test or assignment. Also, the student will receive a detention. Finally, the student's parents or guardian will be informed in writing by the Head of Teaching and Learning in every case of academic dishonesty. Subsequent occurrences or more serious offences such as blatant plagiarism on a major paper or cheating in a major examination will result in a further response from the school.

Subsequent occurrences will include discussions between the student, the teacher, the form tutor, and if necessary the Principal shall be consulted.

We are implementing the plagscan program for those scholars' that are preparing for university to develop an understanding concerning the importance of the lack tolerance to plagiarism within the academic world. We appreciate the modern tendency to misuse web sites through copy/paste and our aim is to prevent this by learning the importance of referencing accurately and this is used for the Lower 6th RSA projects in the Easter Term.