

International School of Latvia

Academic Honesty Agreement, 2016/17

A school culture of academic honesty is integral to our purpose of developing students who "think critically and creatively, to act with integrity and responsibility" as outlined in the ISL Mission Statement. We value the concept of intellectual property and the need to hold ourselves accountable for the ethical use of the ideas and words of others. We advocate and promote the principles of properly conducted academic research and the respect for integrity in all forms of assessment. The presentation of authentic work is essential to good scholarship and practice.

What is Academic Honesty?

A genuine piece of work is based on your individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all your assignments, whether written or oral, must completely and genuinely use your own language and expression. Any sources used or referred to, whether in the form of direct quotation or paraphrase, must be fully and appropriately acknowledged.

You must acknowledge:

- All ideas and work of other persons.
- another person's words presented in a new style and integrated grammatically into the writing.
- email messages or verbal interviews with people, verbatim (word-for-word) quotations.
- Electronic media such as websites.
- Sources of all photographs, maps, illustrations, computer programs, data, graphs.
- Works of art including music, film, dance, theatre arts, visual arts.

Collaboration

Collaboration includes working in groups to achieve a shared goal, and usually all members of the group are expected to participate equally. Group work can be face-to-face, in discussion boards, blogs and wikis for example. The protocols of acknowledging sources still apply.

Malpractice

Malpractice is behaviour that results in, or could result in, a student gaining an unfair advantage over another in either an assignment or an examination. Malpractice most commonly involves plagiarism, collusion, duplication of work or other misconduct.

Plagiarism

This is when a person represents the ideas or work of another person as their own. Examples could include:

- not mentioning a source while giving a presentation, giving the impression to the listeners that the ideas being shared are original.
- careless paraphrasing and citing of source material so that improper or misleading credit is given.
- citing a source at the end of the document, but not indicating which part of the content comes from that source (not allowing the reader/listener to know which parts of the content are original while reading/listening).

Collusion

This is when two or more people work secretly for the purpose of deliberately misleading others.

This may include:

- allowing your work to be copied, or submitted for assessment by someone else, even if you change the words to make it look like your own before submission.
- presenting work as your own when you have secretly worked with someone else. This can be avoided by taking personal notes of what is happening during group work sessions.

Other Misconduct

Any behaviour that gains an unfair advantage is academically dishonest. Examples may include:

- cheating in an exam.
- falsifying a Creativity Action Service record.

Conventions for Citation of Sources

The International School of Latvia has adopted MLA format as a standard for acknowledging sources. In the Diploma Program, other recognized standard formats may be required, based on your teachers' discretion. You will be given access to guidelines for acknowledging and citing sources correctly.

I agree to pursue excellence and honesty in all my academic work at ISL, and abide by the guidelines above.

Grade Level: _____

Name: _____ Signature : _____