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THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

The English School Policy on Academic Integrity

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| Ratified by | The English School Board of Management |
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The English School Policy on Academic Integrity

The English School expects all members of the school community to abide by principles of honesty, integrity, authenticity and dignity in relation to research, academic writing and sharing of ideas. Respect for the efforts of peers, teachers, experts and others must be clearly and fairly acknowledged in individuals' work, using standard referencing procedures.

Academic integrity is founded on the qualities of integrity, meaning wholeness or the quality of being honest and having strong moral principles.

<https://en.oxforddictionaries.com/definition/integrity>

A respect for the basic values of honesty and trust is fundamental to the ethos of The English School and its core principles of education.

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. <https://en.oxforddictionaries.com/definition/plagiarism>

Collusion is secret or illegal cooperation or conspiracy in order to deceive others. <https://en.oxforddictionaries.com/definition/collusion>

Cheating is to act dishonestly or unfairly in order to gain an advantage. <https://en.oxforddictionaries.com/definition/cheat>

Fabrication is an invention; a lie

<https://en.oxforddictionaries.com/definition/fabrication>

It is necessary to ensure that members of the school community reference sources fully, and thus maintain academic integrity, for the following reasons:

- To do justice to the original creator of the ideas or author and recognize his/her scholarship
- To allow the reader or audience to follow up on the original author's ideas
- To make it clear that ideas quoted or paraphrased come from one particular author/group of authors, school of political/religious/historical/cultural/scientific thought
- To comply with established educational and publishing practice and prepare students for university study
- To demonstrate the student's own moral integrity as a thinker and communicator, embodied in the character and mission of the school

The role of teachers is to instruct and guide students in the practice of academic integrity and model appropriate behavior at all times.

The role of parents is to support the school's policy on academic integrity and seek further guidance from their child's teachers where necessary.

The role of students is to follow the school's policy on academic integrity and uphold strong ethical standards at all times. They must also follow all external examination regulations in this regard. Students' teachers and relevant members of the SMT will always be available for further consultation and support.

The school has introduced anti-plagiarism software in order to consolidate its academic integrity policy. In combination with an awareness programme, we will be implementing the software from September 2019.

If students are found to have demonstrated behaviour contrary to the school's policy on academic integrity, sanctions will be applied. Sanctions will range from a warning, to, in very serious cases, exclusion, depending on the severity of the case. As an external exam centre, the school is duty bound to report instances in external examinations where academic integrity is compromised, to exam boards, for further investigation.