



**GIRLS**  
**GLOBAL**  
**ACADEMY**

## **Academic Honesty Policy**

At Girls Global Academy, academic honesty is a cornerstone of our school community. Through our pillars of Sisterhood, Scholarship, Service, and Safety, we encourage our students to be lifelong learners who are governed by honesty and integrity. The policies and procedures in this document are informed by the Girls Global mission and vision that support our students in pathways to lead and learn who aspire to be leaders of change for global benefit.

### **Academic Integrity**

Academic integrity is upheld by all members of the GGA Community and a choice to act in an honest and ethical manner through our teaching, learning and assessment practices. Academic integrity at Girls Global Academy is rooted in the IB learner profile that expects all IB learners to be Principled, “to act with integrity and honesty... take responsibility for our actions and their consequences” ([IB Learner Profile, IBO, 2017](#)).

### **Academic misconduct**

Academic misconduct is defined as behaviors and actions that provide a student with an unfair advantage over their peers.

Plagiarism is defined “as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment”. Presenting the ideas of others as your own may include lack of proper citations, copying works of art visually, orally or digitally, and not acknowledging the original author.

Collusion is defined as work that shows close similarity or when students copy the work of a peer.

Examples of academic misconduct may include:

- Presenting the ideas of others as your own

- Allowing a peer to copy your work
- Referencing unauthorized materials during an exam or test
- Communicating with peers during an exam
- Misconduct during examination
- Removing exam materials from the examination room
- Entering the exam room with unauthorized materials
- Taking examination papers
- Other infractions that compromise the integrity of the assessment and exam materials

### **IB Coordinator Responsibilities**

The IB Coordinator ensures fidelity to IB Standards and Practices and ensures compliance to IBCP regulations.

- Provide the IB publication Academic integrity to all staff, students, and families to ensure
- Consistent communication of academic integrity expectations to staff, students, and families
- Manages and monitors the academic
- Report incidents of misconduct and maladministration
- Provide overview of plagiarism checker program to students and families

### **Staff Responsibilities**

All staff share the responsibility of upholding academic integrity by reinforcing our pillars of Sisterhood, Scholarship, Service and Safety by teaching appropriate research skills, understanding and presenting authentic work, and upholding the academic honesty policy as it relates to their students at Girls Global Academy. Best practices from the GGA staff include the following:

- Provide advice and guidance to students
- Provide instruction and support in research skills to students
- Provide specific guidelines for students to follow in their subject area
- Provide models and exemplars of appropriate research skills
- Provide self-management and supporting structures to students to complete work in a timely manner
- Provide formative assessments and checks to monitor student progress on assignments
- Model the appropriate procedures in teacher-generated documents
- Provide overview of plagiarism checker program to students and families
  - Use [www.turnitin.com](http://www.turnitin.com)

### **Student Responsibilities**

### Homework Assignments

You are welcome to work with other students on your assignments, but you must (a) list the names of anyone you work with on your assignment, and (b) write up your own solutions to assignments, based on your own understanding of the material. Some students find it helps to take a half hour break between any work you do with other students, and the time you spend actually writing up your own responses to assignments.

### Class/Study Notes

You may work with others to develop your subject notes and study notes, however, it is in a student's best interest to be very actively involved in the creation of their own notes. The process of writing study notes helps students learn and recall the material; and is therefore likely to contribute to the academic outcomes a student wants to achieve.

### Research

Research should be crafted and written in the student's original voice. Students are encouraged to talk with their classmates about their ideas, but should be working independently on any outlining and content. If you need further assistance with research, then please contact your teacher to schedule office hours. In addition, you are required to cite all sources you used when conducting research. Citations include both direct quotations and instances where you use someone else's ideas. "Sources" include papers, journals, books, conversations, interviews, online media, etc. If the thought did not originate with the student, then the student should provide a source for the information. See your teachers for citing sources and the appropriate format (as it is subject dependent). **\*\*When in doubt, just cite sources anyway.** Students may also refer to [IBO's Effective Citing & Referencing publication](#).

### Additional Resources for support

- Purdue OWL: [Research and Citation Sources](#)
- Citation Machine: <https://www.citationmachine.net/>
- Easy Bib: <https://www.easybib.com/>

### Speak up

Notify a staff member when there is knowledge that a peer has participated in academic dishonesty

## **Families' Responsibilities**

- Encourage your student to ask for help from their teachers
- Encourage your student to check the learning management system for explanations and clarifications of assignments
- Encourage your student to ask teachers about helpful resources students can use for support
- Encourage your student to submit their original work for all assignments and assessments that reflect their skills and abilities

## **Process for investigations**

All teachers use turnitin to check for plagiarism and collusion for any written essays, papers, and projects

If a staff member suspects that academic dishonesty has taken place, the following actions are taken:

- Report the infraction to the IBCP coordinator
- The GGA Code of Student conduct will be followed in order to determine the consequences for academic dishonesty
- Consequences for academic misconduct will utilize the IB Penalty matrices ([IB Academic Integrity, 2019, pgs 33- 45](#)) and can include a range from a warning letter to the student, receiving no score on the work, not submitting the work to IB, no grade notification on the students IB transcript, dependent upon the severity of the infraction.
- The IB Coordinator is responsible for the investigation of work submitted to the IB that is either not authentic or plagiarized.

**\*\*Please refer to the Girls Global Academy Student Code of Conduct to read more about our response to academic dishonesty.**

**\*\*This policy was written during charter authorization by the co-founders of Girls Global Academy following the process for developing school policies from IB's Career-related Programme: From Principles to Practice and reviewed by a Girls Global Academy Board Member.**

**\*\*This policy is reviewed annually during August teacher professional development for any changes, deletions, and/or additions.**

**\*\*Adapted from United Nations International School Policy**