TOKYO WEST INTERNATIONAL SCHOOL

ACADEMIC INTEGRITY POLICY

■ Introduction

The Academic Honor Code (academic honesty) is the school's commitment to observe, practice, and pursue the highest degree of ethical integrity and honesty in academic conduct. It is an individual and collective commitment that students shall not cheat, lie, or plagiarize to gain an academic advantage over fellow students or gain undeserved academic merit in all their academic requirements.

■ Rationale

The Academic Integrity Policy aims to create an environment where academic integrity and its resulting behavior can be practiced.

The basis of the policy is stems from Tokyo West International School's vision and mission of producing students with lifelong skills, competence, and an inner strength of character; and the attributes valued by IB World Schools that are represented in the IB Learner Profile that includes:

- Knowledgeable - understand the concept of intellectual property rights
- Inquirers - develop skills for research and inquiry
- Caring - respect the ideas of others utilize them appropriately, and give them appropriate recognition
- Reflective - understand one's self and work on personal development
- Open-minded - appreciate information coming from different sources
- Thinkers - analyze information and use it in making reasoned, ethical decisions
- Communicators - express perspectives in various ways to other people
- Balanced - obtain information from different sources and viewing different angles to preventing bias
- Risk-takers - explore new ideas and strategies and be resilient in the face of challenges and change
- Principled - act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere

Moreover, it aims to establish standards of academic conduct and to provide a procedure that assures fair and just treatment to any student accused of violating the rules and upholding the letter and spirit of the code. Ultimately, the Academic Honor Code aims to promote a culture of excellence where the students can be formed to hold on to their dreams and climb for it.

■ Academic Integrity

Students of Tokyo West International School shall demonstrate competence and inner strength of character, uphold the attributes of the IB Learner Profile; and observe, practice, and pursue the highest degree of intellectual honesty and integrity in academic conduct by not choosing to cheat, lie, or plagiarize in accomplishing any academic work.

Tokyo West International School
185Umetsubo-machi, Hachioji-city, Tokyo 192-0013　TEL:042-691-1441/FAX:042-691-1442
Website:www.tokyowest.jp

A.   *Cheating*

Cheating is defined as the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, and fraudulent means. Examples of cheating are, but not limited to, the following:

1. give, receive, or use unauthorized or prohibited information, resources, or assistance in any academic requirement;
2. write take, research, develop, prepare, or create any academic requirement in whole or in part;
3. prevent or interfere with the use by other students of any library, laboratory, or other academic-related resources.
4. damage, destroy, impair, or steal, any library, laboratory, or other academic related resources or another student's academic requirement.
5. copy, in whole or in part, from any student during a test, any academic requirement or competition;
6. use or consult, during an examination, any digital sources (e.g. mobile phones, tablets, laptops, electronic dictionaries, etc.), other students, or any material not   authorized by the teacher;
7. purposely allow oneself to be an accomplice of cheating by permitting another student to copy from one's work during a test and interfere/or interfere with grading done on any academic requirement or as seen on the school report or any grading   document/record;
8. commit other acts of fraud and deceit;
9. steal and/or sell copies of tests and/or any instruments of evaluation; or 10. forge signatures on any document that require the signature of a person of authority (school officials, teachers, staff, parents, other students, etc.).

B. Lying

Lying is defined as the act of deceiving, misleading, or confusing another person or group of persons by saying half-truths or an untruth to gain undue academic advantage or avoid   natural consequences of any violation against the code for oneself and/or another   student. Examples of lying are, but not limited to, the following:

improve one's grade or academic standing by changing school reports either written or verbal;

1. unjustly accuse any student to gain academic advantage;
2. cast doubt on the integrity of another student, a teacher, staff, or school officials without evidence, proof, or basis;
3. conjure/make-up false stories to save oneself and/or another student from consequences as a result of a violation;
4. conjure/make-up stories to mislead, delay, or confuse an investigation of an offense against the code; or
5. coerce any student to lie during an investigation.

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C. Plagiarism

Plagiarism is defined as the act of representing the work of someone else as one's own and submitting it for any purpose. Examples of plagiarism are, but not limited to, the following:

1. use, quote, or incorporate the ideas, words, sentences, paragraphs, or parts of another person's writings without giving appropriate credit, and representing the output as one's own;
2. represent another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures as one's own; 3. allowing oneself to be an accomplice by permitting another student to plagiarize one's academic work;
3. submit a paper or project purchased from a research or term paper service, including the internet; undocumented web resource usage; or
4. coerce another person to plagiarize and/or submit work in one's name.

Duplication of work is defined as the act of copying/getting other`s work without his/her knowledge and submitting the work as your own. Examples of work duplication are, but not limited to, the following:

1. photocopying the work of your classmates and submitting it as your own, 2. presenting and submitting of the same or a very similar piece of work for different assessment components.

E. Collusion

Collusion is defined as the act helping/tolerating your classmates to be academically dishonest. Examples of collusion are, but not limited to, the following:

1. allowing another student to copy your homework,
2. allowing another students to copy your work or share your answers to an assessment task,
3. allowing another student to use and submit your project for one of his/her classes,
4. allowing a sibling to use and submit your completed work in a previous year for one of his/her classes.

TWIS acknowledges the concepts and importance of intellectual property and authentic authorship. As a school, we have defined intellectual property and authentic authorship conceptually.

- **Intellectual Property** - "Intellectual property refers to creations of the mind: inventions; literary and artistic works; and symbols, names and images used in commerce Intellectual property is divided into two categories: **industrial property**, which includes patents for inventions, trademarks, industrial designs and geographical indications; and **Copyright,** which covers literacy works (such as novels, poems and plays), films, music artistic works (e.g., drawings, paintings, photographs and sculptures) and architectural design. Rights related to copyright include those of performing artists in their

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performances, producers of phonograms in their recordings, and broadcasters in their radio and television programs (WIPO).*"*

- **Authentic Authorship** – An authentic piece of work is one that is based on the author`s original ideas and fully acknowledges the ideas and works of others.

■ **Difference of collaboration and collusion**

Collaboration is encouraged to the TWIS students and as long as the work is stated as group work, then this is permitted. However, in some cases, the final work must be produced independently, despite the fact that it may be based on the same or similar data as other students in the group. This means that the abstract, introduction, content and summary of the piece of work must be written in their own words and cannot be the same as another student`s piece of work. For example, if two or more students have exactly the same introduction to a research paper, this is collusion (or plagiarism), and not collaboration (IB Academic Honesty, 2011).

■ **Citing and Acknowledging Authorship**

TWIS has adopted the American Psychological Association (APA) format to ensure consistent and reliable conventions for citing resources in all subjects. All teachers and staff members support the use of APA and will help all the students to become familiar with this format by providing them library orientation that focuses on citing and referencing/discussing this format during the subject class orientation.

■ **Procedures**

When a student is caught, accused, or suspected to have violated the code, the teacher involved immediately reports to the Discipline Committee. The Discipline Committee will follow the guidelines stated in the **TWIS Discipline Policy**. A student under investigation shall undergo due process and will remain innocent until proven otherwise.

■ **Consequences**

When a student is proven guilty after the investigation, sanctions stated in the **TWIS Discipline Policy** shall be upheld unless changed, tampered, or refined otherwise by the Discipline Committee.

■ **Student Pledge**

The Academic Honor Code Pledge is included in the TWIS Student Handbook and signed by the student and their parents. A signed copy of the pledge must be attached to major academic requirements such as summative assessments, projects, etc.

I do hereby acknowledge the existence of the TWIS Academic Honor Code.

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I therefore commit myself to exhibit competence and inner strength of character as expected of a TWIS student; and uphold the attributes in the IB Learner profile by not cheating, lying, and plagiarizing.

I understand that the code is essential in keeping an excellent academic atmosphere as characterized by the highest degree of integrity and honesty in performing academic tasks.

I understand that choosing to violate the letter and/or spirit of any of the provisions stated in the code has corresponding consequences, and, therefore, I must be responsible for my actions.

I affix my signature below to confirm my understanding and agreement to all the policies stated in the code.

Signature over printed name

■ Reinforcement of Academic Integrity

Full implementation of the policy requires a strong collaboration between home and school. Teachers, students, parents, staff, and school administrators must work together in maintaining an excellent academic atmosphere in school and promoting integrity and honesty not only in school but also at home. The measures that will ensure the consistent implementation of the Academic Honor code are, but not limited to, the following:

1. help the students understand the importance of academic honor in all subjects, especially in Homeroom class.
2. help the students learn key terms in the code such as cheating, lying, plagiarizing, honor, integrity, honesty, etc.
3. inform students about intellectual property rights
4. model good practices of academic honor at home and in school
5. promote ethical research skills in all subjects
6. teach the students proper research and referencing skills during Language class.
7. collaborate with the librarian, IT, and media specialists on developing responsible use of library and IT resources, and proper citing of sources.
8. teach the students to use Creative Commons when gathering information
9. check students' works for possible plagiarism and improper citation of sources by using online tools available to students and teachers.
10. encourage the students to use their research and referencing skills by providing more research opportunities

■ Review of Academic Honesty Policy

A committee will be formed to review the academic honesty policy. The committee will be comprised of the Headmistress, IB Coordinator, teachers and staff. The committee will review the current policy, make revision to current policy if needed and create a plan to communicate the policy to the stakeholders. The academic honesty policy will be reviewed every two years.

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