

CLC academic honesty policy



Revised: August 2024

mission

To provide excellence in a PN-12 English-speaking environment, and fully prepare each student to prosper in a borderless and innovation-based world.

vision

To become Venezuela's most aspirational PN-12 learning environment.

expected school-wide learning results

ESLRs are a set of expectations that articulates what each student should know, understand and be able to do upon leaving CIC.

Effective Communicators Who:

- Read, write, speak, view, and present, and listen effectively and correctly in English.
- Reflect and critically evaluate oral, written, and visual information.
- Understand, follow, and give directions.
- Communicate clearly and appropriately for various outcomes, cultures, and points of view.
- Collaborate and communicate with honesty and integrity.

Life-long Reflective Learners Who:

- Think about their own thinking.
- Recognize and develop strengths and talents.
- Assess and improve weaknesses and limitations.
- Take an active role in their own learning process.
- Work independently and self directed.

Socially Responsible Global Citizens Who:

- Demonstrate knowledge and awareness of social problems and their implications in both, their own and global communities.
- Participate actively and contribute responsibly in projects that improve the community.
- Respect cultural diversity via collaboration and self and community advocacy.
- Identify and address environmental concerns that affect communities around the world are globally responsible citizens through self-awareness, empathy, and understanding.

Critical Thinkers and Problem Solvers Who:

- Demonstrate intellectual curiosity and independent as well as collaborative learning.
- Demonstrate the ability to use reasoning skills combined with ethical and/or moral values to solve complex problems.
- Utilize technology appropriately to gain information and solve problems.
- Apply knowledge and skills to new situations.
- Make sense of problems and persevere in solving them.

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Glossary of Key Terms

Below are three definitions to help students understand academic dishonesty:

- Plagiarism – taking the words or ideas of another person and submitting them as one's own.
- Malpractice – using a cheat sheet, copying from someone else's paper, pre- entering into a device and consulting them during a test, or other violations of testing or assignment expectations.
- Collusion – supporting malpractice by another student by allowing one's work to be copied and submitted for assessment.

Academic Honesty

At CIC we believe that there are five fundamental characteristics that define academic honesty:

- Honesty: Personal integrity is something that is very important in life and that we all should wish to demonstrate this attribute.
- Trust: We should all wish to be trustworthy.
- Fairness: That the expectations are the same for all and that we should not seek to gain unfair advantage over others.
- Respect: People who are academically honest have respect for the ideas of others.
- Responsibility: We take responsibility for their own learning and actions.

To this end, CIC strongly promotes academic honesty. It is our expectation that students at CIC will practice academic honesty.

Students must understand that while intent may play a role in escalating the severity of the consequences, work may still be considered plagiarized and/or dishonest even if the student "didn't mean to copy." Representing the ideas, work, or efforts of another person is academically dishonest. Offenses of academic dishonesty are counted cumulatively through a student's career at CIC.

Additionally, all external examination organizations have strict policies on academic honesty. All IB test takers are directed to the IB policy and receive a summary upon registration for examinations. Infringements of these policies will result in the cancellation of the grade or score in the relevant subject and loss of the IB Diploma.

The counseling office maintains a record of breaches of the Academic Honesty Policy throughout a student's career at CIC.

Academic Honesty and Artificial Intelligence

Artificial intelligence is a tool of great potential that all students should know how to use and know how to use ethically. The following points should be carefully noted:

When artificial intelligence is used students should carefully note in their Works Cited the extent to which it was used, in what contexts and to what results. When asked, students should provide the prompts that were given to the artificial intelligence to generate the work. Students are expected to understand any and all work generated by them in artificial intelligence.

It is expected that teachers will grade students on the extent that they understand the work they have created through artificial intelligence, rather than what is in the text itself.

Consequences of Academic Dishonesty

Every incident of academic dishonesty is dealt with on a case-by-case basis, though students should be aware that any academic honesty violation across any classes and any grades counts towards disciplinary action. The following steps provide a guide for the procedures to follow:

Step 1 (only for the first incident in the student's career at CIC): The student has made a severe error of judgment. The policy is explained again to the student. The student has the opportunity to repeat the work under teacher supervision/in Homework Club if it was class or homework, or receives a zero if it was an exam. The incident is recorded by the counseling office.

Step 2: The policy is explained again to the student. The student receives a zero for the work and is not allowed to repeat it. Parents are informed. The incident is recorded by the counseling office.

Step 3: The policy is explained again to the student. The student receives a zero for the work and is not allowed to repeat it. Parents meet with relevant teachers and counselors. The student serves a day of in-school reflection time. The incident is recorded by the counseling office.

Step 4: The student receives a zero for the work and is not allowed to repeat it. Students serve a day of in-school reflection time and a meeting is held of the parents and students with the Superintendent, where a plan of action is agreed, including expected changes in the student's future behavior. The incident is recorded by the counseling office.

Step 5: The student receives a zero for the work and is not allowed to repeat it. The student serves a day of in-school reflection time and a meeting is held with the Superintendent and representatives of the Board of Governors.

At this meeting the student must make their case for readmission to the school, agree to consequences of their actions and guarantee changes in their future behavior. The incident is recorded by the counseling office.

Academic dishonesty may be reported as part of the university application process.

On the final page of this policy is a sample contract that a student may be asked to complete at any step.

Responsibilities

Are divided as follows:

Student's Responsibilities

- Always follow CIC's adopted style for referencing and citing sources.
- Behave according to teacher instructions during quizzes and exams.
- Inform the teacher if they have worked closely with another student.
- Accept help from others only when appropriate.
- Ensure that work is not done by tutors, parents, or others.
- Keep notes and rough drafts in case they are asked to show them.
- Avoid copying text from the internet and trying to "change the words" to make it different.
- Read and become familiar with CIC's Academic Honesty Policy.
- Keep track of all assignments and their due dates in an organized manner.
- Do not commit, nor help others committing academic dishonesty.
- Take no inappropriate shortcuts to complete any assignment.

Teacher Responsibilities

- Keep students well informed about the Academic Honesty Policy and the consequences of violating this policy.
- Discuss every aspect of academic dishonesty in a clear-cut manner with examples, to ensure student compliance.
- Maintain the sanctity of all testing and be vigilant during testing.

- Ensure that there is a Version History for all work submitted for formal assessment, so the development of a piece of work can be verified.
- Apply the policy consistently to emphasize your expectations from students.
- Homework assignments must follow guidelines in the Assessment Policy.
- Formal assessments must be administered judiciously at well-planned intervals.
- Maintain records of any violations and pass them on to the Counseling Office.

Parent Responsibilities

- Read and become familiar with CIC's Academic Honesty Policy.
- Be aware of how academic misconduct is viewed /perceived outside of school, in the real world.
- Express your support for the CIC's efforts at minimizing academic dishonesty and emphasize the importance of abiding by the "Student's Responsibilities" in the policy.
- Monitor student's work in an unobtrusive/general manner to ensure that no unfair means are being used to complete homework.

On the following page is the log that needs to be completed, signed and placed in the student folder in the counseling office.

For School Records: Plagiarism and Academic Dishonesty (Falta Grave)

The Colegio Internacional de Caracas does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand proper academic and scholarly procedure or as an act of intentional dishonesty. According to CIC's Academic Honesty Policy, a student found guilty of academic dishonesty is subject to disciplinary actions.

Plagiarism and academic dishonesty include:

- stealing or using someone else's work or ideas and presenting them as your own;
- using information from the Internet without citing the source or sources;
- having someone else do your work for you, or having them 'help' to the point that it is no longer your work;
- submitting the same paper for more than one class without the express permission of the teachers involved;
- failing to observe the rules and behavior expected in an examination

I have read the above explanations and understand that personal integrity is something that is very important in life.

Print your name: _____ Sign your name: _____

Grade: _____ Parent's Signature: _____

Exposición del docente:

_____.

Exposición del niño, niña o adolescente: (Art. 80 de la LOPNNA):

Nombre y apellido: _____ Edad: _____ Fecha: _____

_____.

Acuerdo disciplinario y consecuencias aplicado:

Observación:

Docente: _____ Estudiante: _____ Cedula: _____

Asistencia de los padres a reunión informativa: Si _____ No _____

Firma de padres: _____