



ARCADIA GLOBAL SCHOOL

Academic Honesty Policy
2024-2026

Al Furjan
Dubai, United Arab Emirates

T: +971 4 559 9700 | info@arcadiaglobal.sch.ae | <https://arcadiaglobal.sch.ae> | PO BOX No. 391858

ALTRUISM **R**ESPECT **C**OMPASSION **A**SPIRATION **D**ETERMINATION **I**NTEGRITY **A**DVENTURE

GRIT **L**IFELONG **O**PTIMISM **B**RAVERY **A**LACRITY **L**EARNING



Introduction

As a National Curriculum for England School offering EYFS, Key Stages 1 and 2, we take pride in our students' ability to challenge some of the most academically rigorous learning programmes. While we all come from different cultural backgrounds and value systems, it is our responsibility to create a learning environment that will preserve our core values of respect, compassion, and integrity.

What is academic honesty?

At most educational institutions, "academic honesty" means demonstrating and upholding the highest integrity and honesty in all the academic work that you do. In short, it means doing your own work and not cheating, and not presenting the work of others as your own.

The following are some common forms of academic dishonesty prohibited by most academic institutions:

Cheating

Cheating can take the form of pre-prepared notes, looking over someone's shoulder during an exam, or any forbidden sharing of information between students regarding an exam or exercise. It places the benefit of the party or third party above the integrity of the assessment.

Deception

Deception is providing false information to an assessor concerning an academic assignment. Examples of this include taking more time on a home-based test than is allowed, giving a dishonest excuse when asking for a deadline extension, or falsely claiming to have submitted work.

Fabrication

Fabrication is the falsification of data, information, or citations in an academic assignment. This includes making up citations to back up arguments or inventing quotations. Fabrication is most common in the natural sciences, where students sometimes falsify data to make experiments "work" or false claims are made about the research performed.

Plagiarism

Plagiarism is defined by the University of Oxford as "presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional." (University of Oxford, 2020)

In an academic setting, it is seen as the adoption or reproduction of original intellectual creations (such as concepts, ideas, methods, pieces of information or expressions, etc.) of another author (whether an individual, group, or organization) without proper acknowledgment. This can range from borrowing a particular phrase or sentence to paraphrasing someone else's original idea without citing it. Today, in our networked digital world, the most common form of plagiarism is copying and pasting online material without crediting the source.

Common Forms of Plagiarism

- Submitting someone else's work as their own including AI.
- Taking passages from their own previous work without adding citations.
- Rewriting someone's work without properly citing sources.
- Using quotations, but not citing the source.
- Interweaving various sources together in the work without citing.
- Citing some, but not all passages that should be cited.
- Merging together cited and uncited sections of the piece.
- Providing proper citations but failing to change the structure and wording of the borrowed ideas enough.
- Inaccurately citing the source.
- Relying too heavily on another person's work and not bringing original ideas to the text.

For our students, this means:

- When you say you did the work yourself, you did do it yourself. You did not copy from another student, get a family member or the internet to do it for you.
- When you work in pairs or in a group to share ideas on a common project, otherwise known as collaboration, you do your best to avoid others doing the work and copying that work. This is collusion and should be avoided at all costs.
- When you take an idea or even some information from another person's work, be it from a book, the internet, or any outside source, you must quote that source openly and accurately.
- Submission of work created by AI (such as ChatGTP) and claiming it as one's own.

Arcadia Global Code of Practice

At Arcadia Global we expect our students to take responsibility for their learning and strive to have them experience the satisfaction of genuine academic achievement. We ask our students to make the following commitment:

1. To present original and informed work.
2. To research with zeal and rigour and to acknowledge the ideas of others, taking time to reference work when necessary.
3. To work collaboratively with other students, sharing ideas and information for a common goal, avoiding collusion and copying from another or NOT allowing my work to be copied.
4. To sit an honest exam by not taking unauthorized material into the exam room and to never to accept an exam paper or answers from another person or the internet.
5. To behave ethically and responsibly and inform my teachers of any malpractice.

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School Expectations

Each **Student** will maintain and support academic integrity by:

- completing all assigned activities and assessments with integrity, avoiding cheating, lying and stealing or any other behaviour that may be considered dishonest.
- taking full responsibility for their learning and actions.
- working with integrity and honesty and with a strong sense of fairness, justice and respect for their dignity.
- making reasoned ethical decisions and applying thinking skills critically and creatively to solve problems.
- understanding the School's Academic Honesty Policy and any guidelines that may be set by teachers when working on assignments.

Each **Teacher** will maintain and support academic integrity by:

- drawing attention to the Academic Honesty Policy whenever applicable in subject lessons.
- explaining or clarifying any questions on the policy that students may have.
- making available to students and parents clear and specific guidelines for working on subject assignments.
- explaining the use of permissible study aids such as the use of dictionaries, tutors and online support for coursework.
- checking for plagiarism in students' work.
- reporting to an appropriate member of staff any violations of the Arcadia Global Code of Practice and following through on any consequences suggested by a Head of Department, Year Group Lead or SLT.
- keeping a record of breaches of the Arcadia Global Code of Practice.
- maintaining absolute integrity in the testing and examinations process.
- demonstrating in all their activities the principles outlined in the Code of Practice.

Each **Administrator** (Head of Department, Coordinator or SLT) will maintain and support academic integrity by:

- making available to all teachers, students, and parents a copy of the Arcadia Global Code of Practice.
- scheduling Academic Honesty information sessions to develop student understanding of academic integrity.
- encouraging regular review of the Academic Honesty Policy and supervising modifications, if necessary.
- administering fair and consistent consequences on breach of the Code of Practice.
- keeping a record of breaches of the Arcadia Global Code of Practice.
- maintaining absolute integrity in the testing and examinations process.
- demonstrating in all their activities, the principles outlined in the Code of Practice.

Each **Parent/Guardian** will maintain and support academic integrity by:

- reading the content and understanding the significance of the School's Academic Honesty Policy.
- monitoring and supervising, when necessary, the progress of coursework or homework assignments a student may be working on.
- monitoring the homework and assessment calendar, if applicable, and following up on communication from teachers.
- trusting and supporting the consequences that may follow a breach of the expectations outlined in the policy.

Consequences of Malpractice

If a student at Arcadia Global is found to have failed in following any of the guidelines of this document, one or more of the following procedures may be applied:

- A meeting will be held with the relevant teachers, administrators and parents/guardians of the student.
- The relevant Head of Year and Academic Coordinator will determine the severity of the offence and implement an appropriate response. At all times, information on consequences will be communicated to parents.
- Students found to have committed plagiarism will be put on academic probation for a defined period. Progress of the student in the area of concern will be monitored and feedback provided to parents.
- Students found to have gained credit through dishonest academic behaviour will have consequences applied to them according to the severity of the offence. Offences of a more serious nature, such as theft or examination malpractice may result in a range of consequences, from disqualification from the exam to expulsion.

Summary Statement

At Arcadia Global, we strive to instill our core values in every member of the community and in doing so expect our students to uphold the highest standards of integrity when approaching their assessments. The commitment from the school is to ensure teachers regularly and consistently apply the same standards and communicate openly and honestly with the students in their care.

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Policy Responsibility: Andrew Wilson

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