inspired

Plagiarism & Academic Honesty Policy
2023-2024

Student Version

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King's InterHigh
LEADING ONLINE SCHOOL

Academy 21
Alternative provision online

Policy Aims and School Vision

The Inspired Philosophy

As part of the Inspired Group, we are also guided by the philosophy of the Inspired group:

- *A child's education is the single most important consideration for any parent or carer*
- *At Inspired, we believe that it is an individual's total educational experience that instils the knowledge, attitudes, beliefs, and values that they will carry with them for life.*
- *We believe that this set of knowledge, attitudes, beliefs, and values, instilled by education, will form the basis of how we approach the future.*

Inspired schools believe that these are the foundations on which we build and plan our lives. At King's InterHigh and Academy21, we welcome students with varied plans, including attending university, college, obtaining an apprenticeship, or going into the workplace. Being part of Inspired allows us to cater for our rich and varied student community through an inclusive and positive approach that maintains high expectations of all our students with their own aspirations.

Our vision and aims

Both King's InterHigh and Academy 21 and welcome students with a variety of prior education experiences and with varied aims. This is fundamental to what we do - our vision is to be a flexible home for all students and so we seek to offer a curriculum and experience that allows students to pursue learning interests, fits around other priorities and gives them the structure needed to work towards their goals. We seek to create the conditions for this – a purposeful learning environment, the ability to focus and challenge oneself and a sense of safety and value for every child.

We have core aims that underpin this vision. They are to:

1. provide a **high quality, positive and inclusive learning experience and environment** that inspires all students to discover, develop and fulfil their potential and make outstanding progress in their learning whatever their starting point.
2. promote **desirable behaviour and a culture of mutual respect and maximum engagement** in learning through our actions and wider culture.
3. **recognise the successes and development of each student**, be it social, emotional, academic, or otherwise, that develops self-esteem, and respect for self and others.

There are some broader themes to our vision that are worth detailing:

Participation: We believe educational success comes from students actively participating in learning through attending live classes or using lessons recordings and resources actively; submitting set work; engaging with their peers or just following feedback to improve. As a school we set conditions for our staff and students to be reflective on their efforts and act with integrity, building a culture of improvement and contribution to community that ultimately makes everyone's impact on the world a positive one.

Holistic development: In a rapidly evolving digital world, we take seriously the holistic development of our students and aim to equip students with the tools and attitudes to navigate technology and global relationships positively. We have robust actions in place to keep school free from more negative instances that might occur in other settings such as bullying or disruption.

Inclusivity and flexibility: We are inclusive, and we want every child, regardless of additional needs, to be the best version of themselves through the support of our flexible schooling and adaptive teaching.

Rationale

At King's InterHigh and Academy 21, we care for our students and are invested in them achieving the best academic results they can. For us to be able to support them, we need a true reflection of their knowledge through assessments and examinations. We cannot help our students to improve if we do not know what they can do. Plagiarism prevents us from helping our students reach their true potential.

If our students are allowed to submit work that is not their own and we do not have any plagiarism controls in place, we are not providing our students with the education that they deserve. A student who knowingly plagiarises is being dishonest to their teacher, their fellow students, and themselves.

Policy

All students are expected to practise the highest standards of personal honesty, investment and integrity in all work they complete. Any work that is submitted to a teacher must be the student's own, original work, or must show evidence of appropriate acknowledgement of the intellectual contributions of others by referencing correctly. Any student who violates this policy will face serious consequences.

King's InterHigh and Academy 21 employs the use of plagiarism detection software (CopyLeaks) to review academic work for integrity and to identify cases of plagiarism, for review.

Definition of Plagiarism

Plagiarism is defined 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." - *Oxford English Dictionary*

Examples of Plagiarism

Students who do any of the following, even if it is done so unintentionally, are committing plagiarism:

- Submitting any person's work as a substitute for the student's own work.
- Submitting any work generated by software/app as a substitute of the student's own work
- Using artificial intelligence programmes e.g. ChatGPT, Writesonic, Rytr, Copy.ai, to create work as a substitute for the student's own work. The list of possible programmes is not exhaustive
- Copying another student's work (with or without their knowledge) and submitting it as a substitute for the student's own work.
- Producing assessments in conjunction with other people (e.g. another student, a sibling, tutor) which are meant to be the student's own work.
- Allowing another student to copy and submit work as their own.
- Paraphrasing material from external sources without correct citation or referencing. This includes material in study guides and notes, or information that is originally produced in audio or video format and is then transcribed.
- Making use of plots, characters, ideologies, concepts, opinions, designs, theories from other sources such as, but not limited to: stories, novels, television shows, miniseries, films, YouTube videos etc. and presenting them as the student's own work without appropriate citation or referencing.
- 'Cutting and pasting' information from multiple sources and combining it in an attempt to create original work without properly crediting the author(s).
- Failing to use quotation marks to indicate that the student is using another person's exact written words, regardless of how few were used.
- Failing to name a person whose exact words are being used in an oral presentation, or to indicate by verbal inflection that you are using another's words.
- Failing to provide an appropriate list of references where applicable.
- Purchasing an essay from an internet source and handing it in as the student's original work.

Ways to avoid plagiarism

- Whenever students consult an external source, they should make note of it and include it in a list of references. This includes copying the URL of internet sources and taking note of the date and time the source was consulted.
- Images should be referenced, and authors credited either in a list of references or as a caption beneath the image.
- For tasks which require the citing of sources, a consistent referencing style should be employed. Students are encouraged to use either the Harvard or APA referencing styles and use it consistently throughout the assessment.
- Style guides are available via these links:
    - Harvard Referencing Style
    - APA Referencing Guide
- If in doubt, students should ask their class teacher about risks of plagiarism, referencing and how to avoid malpractice

Internal Examinations & Cycle Tests

Cycle tests and mock exams are an integral part of our offer to students. They need to be taken under exam conditions and the submissions scanned using our integrated plagiarism software, Copyleaks. Copyleaks is predominantly used in the upper Secondary School; however, the school reserves the right to check for plagiarism on the work of other year groups in the school.

All students must sign the "honour pledge" on their exam script, at the end of the paper, after the last question has been ruled off.

In order for the student to affirm that they have not committed any dishonesty – by soliciting help from another person or by using a second electronic device to access search engines, software (e.g. ChatGPT), textbooks or other unauthorised resources in order to answer any question or fulfil any task in the exam – after the completion of the last question, the student must write and sign the following statement:

I confirm that this work is entirely my own and that I have not used any dishonest means to answer this examination, nor have I received or given any unauthorised help on this test.

Signed: …………………………………………………….…

Parent signature: ……………………………………………

Detection of plagiarism

The school reserves the right to check any submission of work for plagiarism at any time. The school utilised a software (CopyLeaks) as a plagiarism detection software. This software will check students' work for similarities with other sources within its database. CopyLeaks also has the ability to detect the presence of AI-created content. Teachers and other staff may also use internet search engines to detect similarities between students' work and other sources.

Consequences of plagiarism

In the event that a teacher reasonably believes, based on evidence, that a student has been guilty of plagiarism or has assisted another student to commit plagiarism, then that student may be subject to any of the following consequences, depending on the nature and severity of the offence:

- Reduction of marks for the assessment.
- Zero marks being awarded for the assessment.
- The student may be required to re-write the assessment (or a similar one).
- Written notification to parents/guardians via email and concerns.
- Phone conversation or meeting with parents/guardians.
- Referral to Head of Subject first, then Head of Key Stage for further disciplinary and restorative action. The incident is recorded in the student's file.

Any questions regarding the details of the procedures which will be followed in the event of plagiarism should be directed to the class teacher in the first instance.

Students should note that the penalties for plagiarism at tertiary level (College, University) are considerably more severe, and can even lead to academic exclusion, meaning that the student cannot complete their course or degree, even if fees have been paid in advance.

Conclusion

Students need to submit original work or reference work that is not their own. Plagiarism in Explore, Apply tasks and internal examinations is treated extremely seriously. Plagiarism is a code of conduct offence, and any allegation of plagiarism will be investigated.

Students need to take personal responsibility for all academic work and always adhere to all rules and policies relating to academic integrity.

This policy has been written with reference to the latest IBO guidance on Academic Integrity.