

ISS English Department Code of Ethics

Students participating in English classes at the International School of Stavanger will be aware of and adhere to the following standards of ethical behavior as established by the International Baccalaureate Program.

- 1) Students are required to act in a responsible and ethical manner throughout their participation in the program and during examinations. In particular, students must avoid any form of malpractice.
- 2) Malpractice is defined by the International Baccalaureate Program as “behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.”
- 3) Malpractice includes (but is not limited to) the following specific behaviors:
 - a) *Plagiarism*: this is defined as the representation of the ideas or work of another person as the student’s own. Remember that plagiarism can be intentional or unintentional.
 - i) Intentional plagiarism involves the deliberate copying or use of another’s words or ideas.
 - ii) Unintentional plagiarism usually results from ignorance of the guidelines for properly formatting and documenting sources, or from haphazard or sloppy research and citing of sources.
 - b) *Collusion*: this is defined as supporting malpractice by another student, as in allowing one’s work to be copied or submitted for assessment by another.
 - c) *Duplication of work*: this is defined as the presentation of the same work for different assessment components and / or requirements or any other behavior that gains an unfair advantage for a student or affects the results of another student.
- 4) Incidents of malpractice will result in the following:
 - **First Offense**: A warning will be issued to the student and an email notice will be sent to the parents and the high school principal explaining the incident. Students will be given the opportunity to recomplete the assignment for credit.
 - **Second Offense**: Student will receive a zero for the assignment(s) and the parents and high school principal will also be notified.
 - Disciplinary consequences for any offense may include detention.

Ethical and Unethical Practices

Common Examples of Malpractice:

Collusion

1. Letting someone “borrow” your English binder to copy “some notes.”
2. Trying to remember what was on a test, quiz, or reading exam for a student who has not yet had the class.
3. Emailing a student a saved essay so that he or she can “use it.”
4. Dividing up study questions between friends, and then sharing them electronically.

Duplication of Work

1. Copying anything in another student’s binder besides lecture notes for a day when you had an excused absence.
2. Receiving an essay, rewording the content (and changing the name) and turning it in for credit.

Plagiarism

1. Failing to cite sources, both internally using parenthetical citation, and/or on your Works Cited page; a Works *Consulted* page is not an acceptable method for citing your sources.
2. Purchasing an essay online
3. Copying and rewording information on a website for a reading log or similar assignment.
4. Using ideas from criticism that are not your own for a PowerPoint presentation, and failing to cite them using parenthetical citation on the slide where the information is presented, and/or on your Works Cited Slide.

Examples and Traits of a Responsible ISS Student:

1. Forming a study group to review content for a final, objective test, etc.
2. Keeping your English binder in your possession at all times in order to prevent yourself from unknowingly participating in collusion.
3. Letting someone review, edit, and give feedback on a draft of your essay.
4. Saving your old essays safely on your computer.
5. Making an appointment with me to review lecture ideas that you missed due to an excused absence.

I have read and I understand the English Course Outline, and I have reviewed it with a parent or guardian. I have also read and reviewed both the “ISS English Department Code of Ethics” and “Ethical and Unethical Practices,” and I understand what constitutes malpractice, as well as how to avoid all forms of it.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date

Additional Questions or Concerns (optional):