

The Lisbon - Academic Honesty Policy

Version Date	Date of next review
January 2025	January 2026

Purpose

Academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work. This is especially important as technology develops, with information being more readily available and Artificial Intelligence providing opportunities for the creation of unique content.

Policy

The Lisbon expects all students to be principled. Being principled means to act with integrity and honesty. Students and staff are required to understand their roles in ensuring that work is authentic and reflects accurately the abilities of the student. This process extends across all age levels and is not limited to external assessment/examinations. Age appropriate understanding is central to students' development in a rapidly evolving landscape of information.

Malpractice

Malpractice is described as behaviour that results, or may result, in a candidate gaining an unfair advantage in an assessment component. The component may be a(n):

- piece of independent learning
- quiz
- test
- essay
- artefact eg painting, sculpture, model
- exam

Plagiarism

Plagiarism is the representation of the ideas or work of another person as your own. Examples include, but are not limited to:

- Non-original work that is not cited and appropriately referenced in submissions.
- Copying information from a book or website.
- Misuse of quotation marks, paraphrasing, and in-text citations making authorship unclear.
- Failure to identify source elements of nonverbal work (e.g. painting, dance, photo, proof, musical composition, etc.) from which you have derived your work.
- Using online language translators, unless explicitly allowed.

Collusion

Collusion is supporting malpractice by another candidate, as in allowing your work to be copied or submitted for assessment by another candidate. Examples of collusion include, but are not limited to:

- Helping someone else cheat both deliberately and through support
- Allowing your work to be copied and/or submitted by another student, including homework assignments.
- Using the "divide and conquer" approach in which you are not the author of the entire assignment given by the instructor unless collaboration is part of the assignment.
- Representing significantly unequal work as an equal collaboration.
- Writing a paper or doing homework for another student, both at the time as well as sharing completed work with students who take a course in the future.

- Sharing information about assessment content and questions with other students.
- Sharing passwords.

Falsification

Falsification is changing information for unfair gain. Falsification examples include, but are not limited to:

- Falsifying data
- Altering grades
- Adding one's name to work in place of another

Outcomes of Proven Malpractice

When dealing with proven malpractice, consideration will be given to intent, impact and prior intervention (if any). Each case of proven malpractice is individual, and the following chart is indicative based on the severity of the instance:

→ → Increasing severity → →				
First time instance of malpractice in independent learning	Repeat instance of malpractice in independent learning	First instance of malpractice during an internal examination	Repeated instance of malpractice during an internal examination	Malpractice during an external examination
- Verbal warning - Parents informed - Records updated	- Written warning - Parents informed - Records updated	- Written warning - Parents informed - Potential suspension - Records updated	- Written warning - Parents informed - Potential suspension - Records updated - Exam board(s) informed	

Roles and Responsibilities

Teachers	• Support students with appropriate citation convention for assignments. • Model academic honesty at all times. • Report academic dishonesty concerns immediately. • Ensure students understand that when they submit a task as their own, they are stating that they have not received nor given unfair aid on assignments or assessments. Teachers can opt to ask students to use their signature to explicitly assure this point if needed.
Students	• Confirm understanding of academic honesty by signing this agreement. • Report malpractice violations to a trusted teacher. • produce authentic work. • Understand that putting your name on an assignment or assessment certifies it as your own work, cited appropriately. • Minimize malpractice temptation by managing time appropriately. • Understand proper citation expectations for assignments. • Ask for guidance when you are unsure.
Parents	• Read/sign Code of Conduct form. • Encourage your child to practice academic honesty.

	• Encourage your child to cultivate a culture of academic honesty in school. • Address concerns of academic misconduct/malpractice with your child and school personnel if necessary.
School leadership	• Support academic honesty policy. • Investigate fairly and transparently all reports of malpractice. • Ensure that all staff, students, and parents understand definitions, responsibilities, and outcomes. • Ensure the academic honesty policy is applied consistently throughout the school. • Provide staff development and guidance on academic writing and referencing systems that are available. • Provide teachers with material to guide students in maintaining academic honesty.

See Student/Parent agreement overleaf.

Academic Honesty Agreement Confirmation

Student name: _____ Date: _____

I understand that:

- All work that I submit to any teacher for consideration and/or assessment will be my own authentic work. This includes homework assignments, formative assessments, summative assessments, and work to be submitted to any exam board.
- I will learn the processes for acknowledging someone else's work or ideas and will appropriately acknowledge all uses of someone else's work or ideas.
- I understand that I can ask for help if I am unsure about what constitutes honesty in any of my assignments.
- I will submit only work that I have completed independently. I will not allow other students to copy or to submit work that I have completed.
- I have read the school's academic honesty policy.

Student signature: _____ Date: _____

Parent/guardian acknowledgement:

I have read and understood the school's academic honesty policy. I understand my child's roles and responsibilities, and will assist them in meeting these.

Parent/guardian name: _____

Parent/guardian signature: _____ Date: _____