ثانوية رفيق الحريري
RAFIC HARIRI HIGH SCHOOL

Academic Honesty Policy

26-27

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Vision

Empowering a community of self-directed learners and responsible global citizens.

Mission Statement

RHHS aims to develop compassionate, respectful, and lifelong inquirers.
We are committed to promoting well-being, education for sustainability, and innovation, nurturing learners to become proactive change agents in an interconnected world.

PURPOSE

This document presents the academic honesty policy of RHHS. It aims to clarify for the community what academic honesty is at RHHS and how important it is to abide by the IB requirements for being academically honest. The policy aims, too, at promoting good academic honesty practices among school community members. The school community will support students in maintaining integrity and in demonstrating academic honesty. The document also defines the consequences for showing malpractice.

What Academic Honesty Is

"Academic honesty is an essential aspect of teaching and learning" (IB, 2014. Academic honesty in the IB educational context. Cardiff, UK: Peterson House). It is through which students make their thinking and understanding transparent. RHHS academic honesty stems from the vision that our learners ought to be "principled" and " honest" demonstrating a level of integrity as they engage in learning and in the inquiry process. RHHS learners are required to develop an understanding of:

1. the form of academic honesty (what it is),
2. causation (why it is important)
3. responsibility (acting responsibly in applying academic honesty).

How Academic Honesty will be encouraged

The following attitudes will be modeled for the students:

- Appreciation for their original work and the original work of their peers
- Respect for the different ideas that the students share
- Commitment to being self-disciplined throughout the learning process
- Creativity as to producing original ideas, not copying the ideas of others

Students are introduced to what academic honesty means and are trained to be honest and to show integrity. They will also be trained to show creativity when producing work and to acknowledge the work of their peers.

Tips that help students show academic honesty

Students are encouraged to:

1. Use their own words when producing written work.
2. Avoid copying and pasting texts from the Internet or any AI generated information.
3. Read various resources and combine information, using their own words.
4. Use quotation marks when using the exact words of others.
5. Cite their work by writing the references they used.

Consequences for Academic Dishonesty

Academic dishonesty is shown in the following practices:

- Plagiarism: defined as presenting somebody else's work and ideas as one's own work and ideas and not giving the latter any credit
- Collusion: defined as allowing others to copy one's work
- Cheating: Using material, notes, or tools that is not permitted during assessments, copying from another student's work, or sharing answers with others.

For engaging in malpractice:

Plagiarism and Collusion:

1. Grades 4, 5, 6, and 7 students (who do not submit their work through Turnitin):
   - First occurrence: the learner will be notified orally and then reminded of the importance of being academically honest. He/she will be required to repeat the work and acknowledge the references used.
   - Second occurrence: get a grade of 40% on the work and no chance to repeat. (to be revised)
2. Grades 8, 9, 10, 11, and 12 students who submit their work through Turnitin will be addressed as follow:

Subject Groups					
Group 1: Studies in Languages and Literature	**Group 2: Language Acquisition**	**Group 3: Individuals and Societies**	**Group 4: Sciences**	**Group 5: Math**	**Group 6: Arts**
1st language: Arabic	2nd foreign language: French/English	Economics	Biology	Math	Arts
1st foreign language: English/French		Sociology	Physics		Music
		Philosophy	Chemistry		Drama
		Psychology	Informatics		
		Social Studies	Education technology		

		History/Geography/ Civics/Islamic studies	Physical Education		

- Group 1 and Group 3 subjects:
  - ★ Any written submission is divided according to a rubric of:

    a 20% for plagiarism

    b 50% for Content c

    30% for language

  - ★ All submissions should not exceed 20% plagiarism
    - Above 50% of plagiarism
      a. -20/20 from plagiarism
      b. The student is instructed to redo the task.
    - Between 30-49 %
      a. -15 /20 from plagiarism
      b. -10/30 from language
    - Between 29 -20 %
      a. -10 /20 from plagiarism
      b. -7/30 from language
      c. include the remark: “more paraphrasing needed”.
    - Between 10-19%
      a. -5/ 30 from language
      b. Include the remark: “more paraphrasing needed”.

- Group 2 subjects:
  - ★ Any written submission is divided according to a rubric of:
    a. 20% for plagiarism
    b. 50% for Content
    c. 30% for language
  - ★ All submissions should not exceed 30% plagiarism
    - 50% and above
      a. -20/20 from plagiarism.

b. The student is instructed to redo the task.

- Between 30-49% = a -10/20 from plagiarism b -10/30 from language
- Between 29 -20% = a -7/30from language b include the remark: “more paraphrasing needed”.

✈ Group 4, Group 5, and Group 6 subjects:

★ Any written submission is divided according to a rubric of:

a. 65-70% content
b. 20% Plagiarism Bibliography/ intext citation
c. 15% language

★ All Submission should not exceed 20% plagiarism.

- Above 50% plagiarism

a. -20/20 from plagiarism.
b. The student is instructed to redo the task.

- Between 30-49%

a. -20/20 from plagiarism
b. -5/15 from language

- Between 20-29%

a. -10/20 from plagiarism
b. -4/15 from Language

- Between 10-19%

a. -2/15 from language
b. Add the comment “more paraphrase is needed’.

Cheating in Assessments (Elementary students):

- First occurrence: The student will be notified orally and then reminded of the importance of being academically honest.
- Second occurrence: The student will be required to repeat the work and acknowledge the references used.

Cheating in Assessments (Intermediate and Secondary students):

- First occurrence:
  a. A written warning and counseling session to educate the student on academic integrity and its importance.
  b. The student will be required to redo the exam under supervised conditions and the teacher will assign the student a grade of 60% of the exam retaken.
  c. Inform parents about the incident and discuss corrective measures.
  d. Add the cheating incident to the student record and deduct 10% from his/her discipline record.

- Second occurrence:
  a. Grade penalty: Give a zero on the specific assessment involved in malpractice.
  b. Inform parents about the incident and the consequences. The student will serve an inschool suspension for two days during which he/she will be required to think critically about his/her action and take action to correct and prevent future occurrences of such behavior.
  c. Add the cheating incident to the student record and deduct 20% from his/her discipline record.

Citation

When we cite, we will make clear to the reader whether the words are exactly someone else's words, or they are our words that represent a summary and show our understanding of the material we have read. Thus:

- Quotations will be indicated by using quotation marks.
- Paraphrasing and summarizing others' work will be noted in the reference.

The three main kinds of citation are as follows:

1. Author: The citation will provide the last name of the author and page number(s) from which the quotation or paraphrase is taken, if applicable.
2. Author–date: The citation will provide the last name of the author, the year of publication from which the quotation or paraphrase is taken, and the page number, if applicable.
3. Secondary students will be using the APA style requirements.
4. We will refer to the IB publication Effective Citing and Referencing for more specific examples on how to cite.

RHHS and Artificial Intelligence AI Tools

At RHHS, we recognize that incorporating ChatGPT and other AI tools into our curriculum may raise some concerns. Nonetheless, we think that these resources can improve our students' educational experiences. For instance, the careful application of AI can enhance critical thinking, a crucial ability

in the modern world. We should embrace these technologies and figure out how to best utilize them rather than stumbling around with them. To make sure that our teaching and evaluation procedures for AI are in line with our more general educational objectives, RHHS is dedicated to investigating suitable ways to integrate AI into them.

How Can Students Maintain Academic Integrity When Using AI Tools?

a. The ethical decision that students must make to maintain academic integrity is reinforced by the opportunities presented by AI technologies.
b. At RHHS, we believe that giving students a set of guidelines for the exam room or teaching them a certain reference style will not teach them how to behave honorably. Students gain knowledge by discussing and seeing the definition of acting with academic integrity in others.
c. Transparency in thinking, knowledge, and comprehension is the aim of academic honesty.
d. In their work, students need to know how to properly cite and responsibly utilize any outside material, including text and pictures produced by artificial intelligence (AI) systems.
e. When students write and create original work, they should fully attribute any sources or materials they use.

Policy Revision

The RHHS team reviews the Academic Honesty Policy regularly, systematically and on a yearly basis, and the revision process is open to all members of the school community.

***The policy was reviewed and reflected on by the principal, leadership team, and English coordinators in November 2024.**

Bibliography

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