长沙县玮思学校小学部

学术诚信

Academic Honesty

Changsha WES (Bilingual) Academy Primary Years Program

(2022 年 3 月修订)

(Revised March 2022)

一、使命宣言

长沙县玮思学校的学生将成为既有深厚中国文化底蕴，又拥有国际视野的终身学习者。

我们将通过以下方式实现我们的使命：

- 提倡以人为本的全人教育
- 营造积极向上、相互关爱、大胆创新的教育环境
- 提供个性化教学指导和丰富的互动教学体验
- 促进学生在德、智、体、美、劳等方面的全面发展
- 竭力培养学生的社会责任感和民族自豪感
- 促进学生对不同文化的理解和尊重
- 帮助学生建立积极、自信、健康和善于思辨的人格品质
- 使学生掌握受用终身的学习技能

1.Mission Statement

Changsha WES (Bilingual) Academy students will become internationally minded, life-long learners who embrace Chinese cultural heritage and have a sense of social responsibility.

We will achieve our mission by:

- People-oriented holistic education to create a positive, caring, and innovative educational environment
- Creating a positive, caring, and innovative educational environment
- Personalized and interactive teaching experiences in accordance with their abilities
- Promoting a well-rounded development in morality, intelligence, physique, beauty, and work
- Striving to cultivate students' sense of social responsibility and cultural confidence
- Promoting students' understanding and respect for different cultures
- Helping students to build a positive, confident, healthy, and inquisitive personality
- Equipping students with what they need to be successful learners in school and beyond.

二、学术诚信

在长沙县玮思学校，我们坚信，为了成为终身学习者，诚信必须是学生学术成功的重要组成部分。如果学生从事学术不端行为，将会失去了"学习机会"。由于知识产权的界限已经模糊，学生们也不清楚谁拥有互联网上的信息。因此，在长沙县玮思学校，我们提倡学术诚信。

The vision of Changsha WES(Bilingual) Academy is "CWB students will become internationally minded, life-long learners." At CWB we strongly believe that in order to be a life-long learner integrity must be a significant component in the academic success of the students. As students engaging in academic misconduct miss the "learning opportunity'. Hence, at CWB we promote academic honesty. Intellectual

property borders have blurred and students are not very clear who owns the information available on the internet.

2.1 行为准则-尊重
为了在我们学校进行有效的学习，所有学生都必须尊重自己和他人，尊重自己和他人的财产（包括学校财产），尊重时间。学生的行为在任何时候都应该反映学生和学校的信誉。（长沙县玮思学校家长学生手册）

2.1 Code of Conduct - Respect

For effective learning to take place in our school, it is necessary for all students to demonstrate respect for themselves and other people, respect for their own belongings and those of others (including school property), and respect for time. Student behaviour should at all times reflect nothing but credit upon the student and the school. *(CW*B *Parent-Student Handbook)*

3. 学术诚信的目的/目标
学术诚信政策旨在明确规定提交真实作品的期望。这将有助于学校管理局更好地了解不当行为，并能够采取行动防止各种形式的不当行为。

3. Academic honesty purpose/goals
The Academic Honesty policy is designed to clearly define the expectations for submitting authentic work. This will help the school authority to get better understanding of malpractices and will be able to take actions in preventing all forms of malpractice.

4. 定义
舞弊是指任何导致或可能导致学生或学生群体在学术工作中获得不公平优势的行为。不当行为包括但不限于剽窃、共谋、重复工作、欺诈和伪造数据/工作。

4. Definitions
Malpractice is any behavior that results in, or may result in, a student or group of students gaining unfair advantages in academic work. Malpractices include but are not limited to plagiarism, collusion, duplication of work, cheating and falsifying data/work.

4.1 剽窃
剽窃是指在没有得到适当、明确和明确的承认的情况下，故意或无意地表达他人的想法或作品。
例子：
•提交论文、家庭作业或其他项目，如实验室报告、艺术作品、计算机程序等，作为自己的作品，全部或部分由他人创作
•没有使用引号来表示一个人在使用另一个人的准确词语。即使是简短的短语也必须用引号括起来并正确引用
•未能引用引用和释义的来源。必须引用引文的来源；人们还必须引用即使在释义时也不是常识的想法和信息的来源。来源包括未出版和已出版的项目——例如，书籍、文章、互联网上的材料、电视节目、讲师的讲座，以及包括其他学生、朋

友和亲戚在内的人
•未能确定源自他人作品的非语言作品（例如，绘画、舞蹈、音乐作品、照片/图像或数学证明）元素的来源

4.1 Plagiarism

Plagiarism is the representation, intentionally or unwittingly of the ideas or work of another person without proper, clear and explicit acknowledgment.

Examples

- *Submitting paper, homework assignment, or other project like laboratory report, artistic work, computer programme etc. as one's own work that was created entirely or partially by someone else*
- *Failure to use quotation marks to signal that one is using another person's precise words. Even brief phrases must be enclosed in quotation marks and properly cited*
- *Failure to cite the source of quotations and paraphrases. One must cite the source of quotations; one must also cite the source of ideas and information that are not common knowledge even when paraphrased. Sources include unpublished as well as published items – for example, books, articles, material on the internet, television programs, instructors' lectures, and people, including other students, friends and relatives*
- *Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, photograph/ image, or mathematical proof) that are derived from the work of others*

4.2 串通
串通是指支持另一名学生的不当行为或协助另一名学生的学术欺诈行为。
例子：
•为另一名学生撰写论文或其他项目
•允许另一名学生抄袭自己的试卷、作业、作业或其他项目
•帮助另一名学生进行带回家的考试、试卷、家庭作业或其他项目，如果知道或怀疑此类帮助未经讲师授权
•与其他学生分享有关评估内容和问题的信息

4.2 Collusion

Collusion is supporting the malpractice by another student or assisting another student's academic dishonesty.
Examples

- *Writing a paper or other project for another student*
- *Allowing another student to copy from one's examination paper, homework, assignment, or other project*
- *Assisting another student on a take-home examination, paper, homework assignment, or other project if one knows or suspects such assistance is not authorized by the instructor*

- *Sharing information regarding assessment contents and questions with other students*

4.3 作弊

作弊是指在考试、写作作业、家庭作业或其他项目中使用或试图使用未经授权的协助。

例子：

•在征得另一名学生同意或未经该学生同意的情况下，从该学生的考试、试卷、家庭作业中复制答案

•提供要复制的作品（共谋）

•未经讲师许可，在考试期间以任何方式与其他学生或第三方交流

•未经讲师许可，在作业或考试期间未经授权使用笔记、课本、翻译人员、手机、计算器或任何其他电子设备等材料或设备

•未经讲师许可，在考试前获取和/或阅读考试副本

•未经讲师许可，与其他学生或第三方合作进行带回家的考试、论文、家庭作业、实验室工作或其他项目

4.3 Cheating

Cheating is the use or attempted use of unauthorized assistance during an examination, on a writing assignment, homework assignment, or other project.

Examples

- Copying answers from another student's examination, paper, homework assignment, with or without that person's consent
- Providing work to be copied (collusion)
- Communicating in any way with another student or a third-party during examination without the permission of the instructor
- Unauthorized use of materials or devices like notes, textbooks, translators, cell phone, calculator or any other electronic device during an assignment or examination without the permission of the instructor
- Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor
- Collaborating with other students or third parties on a take-home examination, paper, homework assignment, lab work or other project without the permission of the instructor

4.4 制造

捏造是制造虚假数据或引用

例子：

•捏造数据：捏造或伪造实验室实验、现场项目、CAS 活动或其他项目的数据

•编造引文：为研究论文或其他项目编造虚假引文

•作业更改：更改评分的考试、试卷、家庭作业或其他项目，并重新提交给讲师，以声称评分错误

4.4 Fabrication

Fabrication is the creation of false data or citations
Examples
- Fabrication of data: inventing or falsifying the data of a laboratory experiment, field project, CAS activity, or other project
- Fabrication of a citation: inventing a phony citation for a research paper or other project
- Alteration of an assignment: Altering a graded examination, paper, homework assignment, or other project and resubmitting it to the instructor in order to claim an error in grading

4.5 重复

重复作业指未经讲师明确许可，将同一作业用于多个课程。学生们需要为每门课程制作原创作品。
例子：
•提交一个以上课程的每个项目的成绩
•在没有与相关教师讨论的情况下，提交多个课程的实验报告

4.5 Duplication

Duplication of work is using the same work for more than one course without clear permission from the instructor. Students are expected to produce original work for each course of study.
Examples
- *Submitting a per of project in more than one course for a grade*
- *Submitting a lab report for more than one course without discussing it with the teachers involved*

5 角色和责任
参与学生学习过程的所有人都有自己的角色和责任。在我们学校里，有促进学术诚信的做法和禁忌。

5 Roles and Responsibilities
All people involved in the process of the student's learning have their roles and responsibilities. There are Do's and Don'ts that promote Academic Honesty within our school.

6.1 教师

可以	不可以
设计基于调查的评估任务，不容易被剽窃。例如，"假设你正在组织火星旅游。你需要了解什么，你将如何营销，等等。	设计简单答案的评估任务，这些答案很容易在互联网上找到。例如，一个"写火星"的请求。
设计超越事实答案的挑战性任务。	设计挑战性很强的任务，以至于学生们被诱惑使用不诚实的手段来完成这些任务。

分配能引起原创反应的工作，从而阻止剽窃。	分配可以直接用谷歌搜索答案的工作。
教授如何正确引用所有来源，包括照片、网站、音乐和文学，并根据作业类型讨论何时引用。	给学生布置研究作业，但不解释他们希望学生如何给原始网站/来源评分。
教学生如何反思他们所读的内容，并通过对课文中的一般陈述进行解释和写下适当的笔记。	允许学生复制/粘贴、突出显示或复制整个段落。
重点帮助学生理解如何帮助同龄人完成作业，而不提供允许他人复制作业的所有答案，具体取决于学科领域。	在教学前，重点惩罚帮助他人完成作业的学生。
在自己的资源和演讲中树立学术诚信的榜样。	将他人的作品呈现为自己的作品。
在考试和任务中监督学生。	在学生作业的制作过程中提供不必要的帮助。
确保试卷和考试的安全。	把试卷打开放在外面。
教学生合理使用指南。	让学生认为学术诚信只是为了课堂。
明确说明对协作和个人工作的期望。	允许学生不知道老师对个人作业的期望。

6.1 Teacher

Do's	*Don'ts*
Design inquiry-based assessment tasks that cannot be easily plagiarized. For example, "Suppose you were organizing tourism to Mars. What would you need to find out and how would you market, etc…"	Design assessment tasks with simple answers that can easily be found on the internet. For instance, a request to "Write about Mars".
Design challenging tasks that go beyond factual answers.	Design tasks that are so challenging that students are tempted to use dishonest means to complete them.
Assign work that elicits an original response, thereby discouraging plagiarism.	Assign work where the answers can be directly Googled.
Teach how to properly cite all sources including photographs, websites, music and literature and discuss when to cite depending on the types of assignments.	Give students research assignments without explaining how they would like the student to give credit to the original site/source.
Teach students how to reflect on what they have read and take appropriate notes by paraphrasing and writing down general statements from the text.	Allow students to copy/paste, highlights or copy down entire paragraphs.
Focus on helping students understand	Focus on punishing students for helping

how to help peers on assignments without providing all the answers on allowing others to copy their work, depending on the subject area.	others on assignments before teaching them.
Model academic honesty in their own resources and presentations.	Present the work of others as their own.
Supervise students during exams and tasks.	Provide undue assistance in the production of student work.
Keep exam papers and tests secure.	Leave exam papers out in the open.
Teach students Fair Use Guidelines.	Let students think that academic honesty is just for the classroom.
Clearly state expectations for collaborative and individual work.	Allow students to be unaware of teacher expectations for individual work.

6.2 管理层

可以	不可以
明确学生和员工的期望	只希望学生们在学业上诚实
专注于教授学术上诚实的技能，而不是不诚实的后果	警告学生不要抄袭
当不诚实行为发生时，有一个确定的后果进展	对初犯使用最严厉的惩罚
建立积极鼓励学术诚信的学校文化	容忍学术欺诈
将学术诚信政策纳入手册	
通过各种媒体告知教职员工和学生什么是不当行为，以及如何预防	假设每个人都知道这个政策

6.2 Administrator

Do's	*Don'ts*
Make expectations clear for both students and staff	Just hope students will be academically honest
Focus on teaching the skills for being academically honest rather than the consequences of dishonesty	Warn students not to plagiarize
Have an established progression of consequences when dishonesty occurs	Use the harshest consequences for first offenders
Establish a school culture that actively encourages academic honesty	Tolerate academic dishonesty
Place the Academic Honesty Policy in the handbook	
Inform staff and students through various media what constitutes malpractice and how it can be prevented	Assume everyone knows the policy

6.3 学生

可以	不可以
避免抄袭	
提交基于其原始想法的真实作品，并承认他人的想法和作品。	根据 MLA 或其他适当的格式提交作品，但不说明其来源。
引用使用哈佛大学参考格式的来源，即使他们不确定是否应该包括书籍、期刊、网站、杂志、照片、音乐、采访等。	抄袭
在适当的情况下，解释另一个人的想法或在文本引用中使用	抄袭
利用资源宣传自己的想法	从资源中窃取想法，并将其作为自己的想法传递出去
合作时	
合作实现共同的评估目标。	让一个人做所有的工作。
在协作任务中分享想法。	允许某人复制他们的作品，即使通过他人可能会改变一些事情
通过提问和头脑风暴来支持同学	给出答案
测试时	
看看他们自己的试卷	看别人的试卷
考试结束后，自己保留考试内容	告诉其他学生考试的问题和/或答案
使用老师批准的笔记和电子设备	使用"备忘单"或老师未批准的设备。

6.3 Students

Do's	*Don'ts*
To avoid Plagiarism	
Submit authentic work that is based on their original ideas and acknowledge the ideas and work of others.	Submit work without stating where it came from according to MLA or another appropriate format.
Cite sources using Harvard Referencing format even if they are not sure if they should include books, journals, internet sites, magazines, photographs, music, interviews, etc.	Copy work
Paraphrase ideas of another person or use in text citations when appropriate	Copy work
Use resources to promote your own ideas	Steal the ideas from resources and pass them off as your own
When Collaborating	
Collaborate to meet a common assessment goal.	Let one person do all the work.

Share ideas during collaborative tasks.	Allow someone to copy their work even through the other person may change a few things
Support classmates by asking questions and brainstorming ideas	Give the answers
When taking tests	
Look at their own paper	Look at the papers of others
Keep the content of the test to themselves after taking it	Tell other students the questions and/or answers on the test
Use notes and electronics approved by the teacher	Use "cheat sheets" or devices that the teacher hasn't approved.

6.4 家长

可以	不可以
了解学术诚信政策	没有意识到有一项政策
在家支持学生	为学生做这些工作
帮助学生平衡他们的学业负担，以便他们在到期的那一天为任务/考试做好准备，以帮助学生抵制学术不诚实的诱惑	让他们的学生离开学校，这样他们就有更多的时间学习或做一个项目

6.4 Parents

Do's	***Don'ts***
Be aware of the Academic Honesty Policy	Stay unaware that there's a policy
Support students at home	Do the work for their students
Help their students balance their school work load so they are ready for tasks/tests on the day they are due in order to help students resist temptations to be academically dishonest	Excuse their students from school so they have more time to study or do a project

7. 学术不诚实的后果

作为一个学校社区，我们理解学生在学术诚信方面需要支持和指导。因此，我们将在个案基础上处理学术侵权行为，最终目标是行为改变。随着担忧的出现，教师将努力定义问题和学生的意图。然后，教师将决定教师和学生必须采取的适当措施。这些可能包括以下任何一项：

•通过电子邮件、信函、电话进行沟通

•与家长、员工或管理人员会面

• 重做受学术欺诈影响的工作

• 管理较低或不及格的分数

• 在学生的学业记录上放置临时或永久性的概念，表明学术不端。

7. Consequences of Academic Dishonesty

As a school community, we understand that students need support and guidance when it comes to being academically honest. Therefore, we will deal with academic infringements on a case-by-case basis with the end goal being behavioral change. As concerns arise, teachers will strive to define both the issue and the student's intent. Teacher will then determine appropriate measures that must be taken by faculty and student. These may include any of the following:

- Communication via email, letter, phone call
- Meeting with parents, staff or administrators
- Redoing the work that is affected by academic dishonesty
- Administering a lower or failing grade
- Placing a temporary or permanent notion on the student's academic record indicating academic misconduct.

8. 沟通和审查过程

8.1 向长沙县玮思学校社区传达政策

长沙县玮思学校管理团队在每个学年开始时向员工分发本政策文件，并将其提供给学校社区的所有成员。它包含在新的家庭定向套餐中，并在学校网站上提供。在 IB 学术诚信传单家长和学生的支持下，教师与学生分享这一政策。

本政策应与 CWB 语言政策、CWB 评估政策和 CWB SEN 政策一起阅读。

8. Communication and Review Process

8.1 Communication of Policy to the CWB Community

CWB School Management Team disseminates this policy document to staff at the beginning of each academic year and makes it available to all members of the school community. It is included in the New Family Orientation Package, and available on the School's website. Teachers share this policy with students, supported by *IB Academic Honesty Flyer Parents-Students.*

This policy should be read in conjunction with CWB Language Policy, CWB Assessment Policy and CWB SEN Policy.

8.2 政策审查

长沙县玮思学校学校管理团队成立了一个审查委员会，利用 IBO 提供的支持信息，每年对本政策文件进行合作评估和审查。

8.2 Policy Review

CWB School Management Team establishes a review committee to collaboratively evaluate and review this policy document on an annual basis, using the supporting information as provided by the IBO.

9. References and Resources

- Academic Honesty, IBO, 2011
- Academic Honesty in the IB Educational Context, IBO, 2014
- General Regulations: Diploma Program, IBO, 2011
- Handbook of Procedures for the Diploma Program, IBO, 2013.
- www.ibo.org
- Student Code of Conduct, Marion County Public Schools, 2013.
- Suncoast Community High School Academic Honesty Policy, Palm Beach County Public Schools, 2012.
- South Fork High School Academic Honesty Policy, Martin County Public Schools, 2013.
- "Academic Honesty Policy" Mountain Ridge Middle School. 20014. 3April 2016.