ROBERT COLLEGE HONOR CODE

Respect
Responsibility
Integrity
Community

“As a member of the Robert College community, I will do my own work, give credit to information sources, respect myself and others, and be fair and honest with all.”
Why an Honor Code?

An honor code is a set of ethical principles that guide an academic community. It is based on academic integrity, that is, honesty and responsibility in scholarship. A student with academic integrity has chosen to follow rules that guide how to do school work. The attributes of integrity are expected and valued at Robert College and practicing them now will prepare you for your future in university and the workplace.

Practicing academic integrity requires you to develop essential skills including accurate and honest research, writing, and citation. We will introduce you to these skills, and the values and understandings of what it means to be an active, intellectual, engaged and honest student.

The RC community is expected to act honestly and not to tolerate dishonesty in others. The Academic Honor Code is the first step to understanding and upholding these attributes.

Each new student must successfully complete the Honor Code Orientation, take the Honor Code quiz, and sign the student pledge, which is binding during their Robert College career. The Honor Code will be reviewed annually with every Grade level.

What is the pledge?

“As a member of the Robert College community, I will do my own work, give credit to information sources, respect myself and others, and be fair and honest with all.”
Expectations

During your time at Robert College, all the work you hand in must be your own. All assignments, whether marked or ungraded, drafts or final copies demonstrate your pledge to honesty, respect, integrity and citizenship in the RC community.

You must give credit where credit is due. When you use another person’s work - ideas, facts, theories, opinions, statistics, photos, graphics, drawings, music, etc., or any other type of information except common knowledge – you must cite their work, both in the body of your assignment and on a properly formatted Works Cited list.

You are responsible for checking with your teacher if you are unsure whether how you are planning to work is ethical or appropriate. For example, do not assume that just because the last project was done in pairs that you can work on the new one with a partner.

You must tell the truth. Robert College students are required to respect themselves, each other, and the whole school community. Behaving ethically and honestly is an important part of creating a respectful, trusting, safe community.

You must respect the work of others. Be aware that your actions affect others. Never interfere with another student’s progress.

You must encourage your peers to respect the Honor Code. Don’t let others use your homework, copy your test, cheat or lie.
Honor Code Violation Examples

On tests and exams

- Disobeying/ignoring instructions or a proctor
- Working before the start signal or after the stop signal
- Communicating in any form during a test or exam (talking, signaling, texting, sending notes etc.)
- Looking at another student’s work during an assessment
- Giving answers to another student during an assessment
- Taking unauthorized notes, material, equipment etc. into assessments (whether used or not)
- Dishonestly obtaining test material in advance of a test
- Letting someone copy from you on a test

On written assignments

- Presenting someone else’s work as your own - written, designed, drawn, calculated, performed, composed or created, in part or in whole - is a violation of the Honor Code. Examples are:
- Paraphrased without citing your sources
- Presenting someone else’s work, words or ideas as your own - even if translated - without citing your sources
- Failing to give credit to other authors, failure to use quotation marks when required
- Submitting a paper written partially or totally by someone else
- Submitting the same paper to more than one teacher
- Working with someone else when specifically told to work alone, whether someone in school, someone out of school, paid or unpaid
- Letting someone copy from you on an assignment or on homework

On experiments, research findings or reports

- Falsifying or fabricating results, data, information
- Falsifying quotations and/or citations
- Fabricating or falsifying evidence, data, etc.
- Using other people’s results without permission
- Changing your own or someone else’s grades/records in a record book, computer file, online, etc.
Responsible Use Policy

Violation Procedure

1. Teacher will discuss the RUP violation with the student privately.
2. Teacher and student will fill out the hardcopy and online Academic Honor Code Violation Report.
3. All Honor Code Violation Reports will be filed with the Level Dean.

Additional disciplinary action, including but not limited to referral to the Honor Court or Discipline Committee, will be determined based on the frequency and gravity of the infraction as well as the student’s year.

Consequences

Infractions and misuse of technology with regards to the guidelines in the Responsible Use Policy will be reported to the Level Dean with supporting proof or documentation. If an offense is found to have been committed, appropriate action will be taken which may include the possible loss of computer privileges and/or confiscation of the device, electronic search of files, and possible referral to the Honor Court, Discipline Committee or relevant authorities.

Responsible Use of Technology

Respect and Protect Yourself

Anything posted on the Internet is potentially permanent and statements that include objectionable content violate the RUP and MEB regulations.

Respect and Protect Others

Your online behavior should be responsible and ethical. Confidential information relating to yourself or others in RC remains confidential. Report any instances of cyber-bullying toward yourself or others. Do not impersonate others, use others’ credentials or allow yours to be misused.

Respect and Protect Intellectual Property

Improperly accessing (reading, deleting, copying, or modifying) the electronic documents (including software) of other users is prohibited, unethical and potentially illegal, and all research and multimedia resources used in academic work must follow copyright and fair-use guidelines and be properly cited.

Respect and Protect Technology Hardware

You are responsible for keeping your own and shared IT equipment in working order, ready to use at a moment’s notice; and it is your responsibility to get assistance if you need it.

Respect Educational Settings and Instructional Time

Technology use during instructional time is for academic purposes and you must respect all school-wide or teacher-specific policies regarding the academic or instructional use of technology at RC.
HONOR CODE VIOLATION REPORT

DATE:

PART ONE

STUDENT NAME:

TEACHER NAME: COURSE AND LEVEL:

TEACHER’S DESCRIPTION OF VIOLATION:

TEACHER SIGNATURE:

STUDENT’S RESPONSE:

STUDENT SIGNATURE:

This report must be signed by the student and the teacher. The incident will be recorded on the ERP by the teacher. This form is given to the Level Dean.

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PART TWO

This is to be completed by the teacher in consultation with the Level Dean.

CONSEQUENCE:

TEACHER SIGNATURE:

LEVEL DEAN SIGNATURE:

REVISED 08.10.2018