



# CODE OF ETHICAL CONDUCT

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2021-2022

REVIEW HISTORY		
Date	Working group	Approved by SLT
28/06/21	DC, MG	LB

The underlying ethical principles according to which St. George's International School, Switzerland instructs and educates the students entrusted to us are laid down in the School's Philosophy and Objectives. In order for the whole school community to support and live by the Philosophy and Objectives, all students of St. George's are expected to maintain high standards of personal and academic integrity, as well as respect for others. This Code of Conduct explains what is expected of you in these areas.

Students are encouraged to be curious and to develop a desire for lifelong learning. They should be confident and capable of critical thinking. They should appreciate others and be prepared for further academic study.

From Junior, to Middle and Senior School, St. George's students are expected to act with personal and academic integrity. Students should value the opportunity to produce their own work. They should celebrate what they have achieved and present it confidently, citing the work of others as necessary.

Cheating of any kind, gaining an unfair advantage, plagiarising or giving or receiving unacknowledged assistance in academic work are considered breaches of academic integrity and are unacceptable.

For many of our students the IB Diploma is the culmination of their secondary education and the IBO places great emphasis on academic honesty. The key element of the Learner Profile in this respect is that students should be 'Principled'. This is highlighted in the General Regulations (Articles 27 & 28). Dishonest students risk not being awarded their IB Diploma.

*Note that any student who witnesses the Code of Ethical Conduct being broken and does not intervene may be found guilty of complicity and punished accordingly.*

## School responsibilities

St. George's endeavours to show all students that their work is of value. In many areas it is the process that is fundamental, and teachers are key to ensuring that students have the confidence to submit work that is their own.

Students are taught how to be responsible and what the risks are of not being academically honest. This happens:

- In all classes
- In tutor periods
- In the IT Acceptable Use Agreement
- Through mentoring or supervision of work
- During the IB Diploma induction sessions and Extended Essay introduction
- Through the issuing of the IBO General Regulations & this policy document
- When work is checked using 'Turnitin'

## Parents' responsibilities

- Parents play a key role in developing their child's understanding of what it means to be honest.
- Parents should instil a sense of honesty and responsibility. This must be applied to a student's academic life at the appropriate time.

- Parents of IB Diploma students are required to acknowledge receipt of the IBO General Regulations and to having read and discussed this document with their child.

## Student responsibilities

To act with integrity by:

- researching their work thoroughly and approaching tasks in a timely manner
- ensuring that they understand what constitutes academic honesty
- making every effort to ensure that their work contains proper citations and referencing
- aspiring to the School's P&O and IB Diploma students to the IBO Learner Profile
- acknowledging that ultimately, **they** are responsible for the work they submit

## Cheating

A student who gains an unfair advantage, copies or takes the work of another, either during homework, during a test or examination, or whilst preparing any assessed work, and claims it as his/her own is guilty of cheating.

Examples of cheating include, but are not limited to:

- Copying and/or offering homework verbally, in written form, or by electronic social media means.
- Copying and/or offering answers during exams, tests or quizzes verbally, in written form, electronic means, or any other method.
- Knowingly allowing others to represent your work as their own.
- Pressuring or enabling other students to violate the Code of Conduct.
- Bringing in and using unauthorised information during class time or in a test or examination, including information stored in a mobile telephone, calculator or other electronic device
- Offering or receiving information under circumstances when information is not permitted to be shared.
- Submitting another student's work and professing it as their own.
- Submitting any IB Internal Assessment, Extended Essay, CAS or other piece of work completed with the unacknowledged assistance of another has cheated.

## Plagiarism

Plagiarism occurs when a student puts his/her name to a piece of work (or part of a piece of work) that is not his/her own original work, and which is not credited to another source (person, book, article, web site etc). It is important to understand that the notion of plagiarism does not prohibit students from using information from the internet and from the work of others, such as pictures, data, quotations, diagrams and maps, as long as the source of the information is properly acknowledged. Reference how we guide students to understand the mechanisms of this.

Plagiarism often occurs unintentionally, and with this in mind, teachers are required to provide all students, taking into consideration their ages and abilities, with appropriate research guidelines, whilst encouraging reading and writing skills to provide original written work.

The following are considered to be acts of plagiarism.

- Buying materials from a research service.
- Copying materials from a source without proper acknowledgment.
- Translating materials from a source without appropriate documentation.
- Getting help from another person to the extent that the work is not recognisable that of the student.
- Failing to abide by copyright and intellectual copyright regulations

Please note that the term 'source' here does not refer to Internet resources only. It means any source of information that a student uses which does not come from his/her own thoughts or body of work.

## Consequences

Students must be aware that cheating and plagiarism are completely unacceptable, and incidences proven to

the school's satisfaction will incur the following consequences:

- Required to repeat a task, possibly under supervised conditions;
- The work will be given a zero for the assignment;
- The teacher will contact the student's parents and the appropriate Head of School/ Head of Faculty
- The incident will be kept on the student's personnel file with the Principal in copy, for the remainder of the student's school career;
- If a student's infraction of the Code is exceptional and seems to have violated more than one aspect of the Code, any or all of the following consequences may also be imposed:
  - The student may be deemed to have failed the course in which the infraction occurs;
  - The student may be suspended or even expelled.

If suspected plagiarism involves IB Diploma or IGCSE coursework it is the School's duty to inform the relevant authorities. These exam boards can and do refuse to issue results or certificates as they deem fit. In the case of the IBO, students who are found to have plagiarised will not be awarded their Diploma.

## PERSONAL INTEGRITY

Sensitivity and mutual respect are basic values of the St. George's community. One of our underlying philosophies and purposes is to appreciate the diversity of people and cultures, which means learning how to live with and get along with people who may be different from oneself. Lying, stealing and behaviour that intimidates, harasses, insults, humiliates or demeans another human being are unacceptable within this school community. Infliction of physical or verbal abuse, removing, damaging or destroying the property of others, threats, intimidation, sexual misconduct (coercion, exploitation or abuse) or behaviour inside or outside the community that violates propriety and adversely affects the well-being of an individual or the community will be subject to appropriate consequences. Depending on the severity and circumstances, these consequences include:

- Contacting the student's parents and the appropriate Head of School, Head of Pastoral, Head of Faculty, Head of Section or Principal and schedule a meeting with the student. Parents may take part in this meeting, if they choose to do so;
- The Head of School will advise the student concerning proactive measures that he/she might take to prevent further violations. The student will be informed of further consequences should another violation of the Code occur and;
- The incident will be kept on file with the Principal or relevant member of staff for the remainder of the student's school career.
- The student may be given tasks or additional schoolwork to complete.
- The student may be suspended or even expelled.

St. George's International School specifically prohibits discrimination against or harassment of any individual or group based upon personal animosity or on such factors as age, gender, race, colour, national origin, religion, sexual orientation or handicap. Anyone noticing such behaviour should immediately bring that to the Principal's attention or a member of staff.