# Academic Integrity Policy

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## IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## School's Mission Statement

Our mission is to provide students with the skills and knowledge to become global citizens and lifelong learners. We do this by creating a positive, supportive environment where students from different cultural backgrounds grow together, academically, socially, and emotionally.

# Rationale

Academic integrity is an essential principle of the IB's academic programmes that enhances the organisation's credibility and position as a leader in international education. At American School Wroclaw (ASW) we consider it to be a vital component of a holistic learning process and as a member of the school community we believe, it is the responsibility of each one of us to maintain the needed standards at all times.

## Academic Integrity and the IB Learner Profiles

At ASW we value being academically honest. The Learner Profile and the IB attitudes are followed as the basis for the development of academic integrity in our students. Following learner profiles contribute to the policy framed at school.

**Principled**
A continuous approach towards practising Academic Integrity at school is our prime target. Here students strive to act with honesty and integrity. The academic staff at the school supports them in their journey to understand the worthiness of being honest so that they can become better global citizens of tomorrow.

**Knowledgeable**
Understanding the gist of the Academic Integrity brings in the awareness regarding ownership and providing due credit to authors and creators whose work or ideas influence them. Students become knowledgeable through exploration and research.

**Reflective**
Academic Integrity being an essential aspect of teaching and learning ensures that students reflect on everything that they learn at school. At ASW, teachers ensure that the students learn how to cite someone else's work and create their own authentic creations, making them imbibe the traits of the reflective learner profile.

# Academic Integrity Policy

The academic integrity policy at ASW aims to ensure that the learners create with authenticity and learn to give due credit to everyone who has helped them or influenced their learning.

## Academic misconduct

**Plagiarism** - Quoting someone else's data as yours is categorised as a plagiarised work.
**a.** When a candidate submitted a document containing several sections of unreferenced text. No bibliography was included.
**b.** A candidate submitted a piece of work that was almost identical to an internet source. No reference was provided in the body of the work or in a bibliography.
**c.** Peer Plagiarism - When a candidate submits the work of another candidate as his own. For example, a student who submitted an assessment task, in which some part was extracted from the internet. On, examining teachers could identify that students' answers did not match her/his own work.

**Cheating in the examinations** -Taking unauthorised items into the examination room. Having access to the Electronic gadget/mobile phones, found using calculators that have not been authorised, not obeying the academic misconduct disclaimers for the on-screen examinations.

**Copying** - Copying from someone else's work without the owner's consent.

**Intellectual property -** This deals with copyrights, patents and trademarks. In cases where a candidate uses logos or trademarks without rights of authorization breaches the rules and regulations of school will be penalised for the act. Copyrights laws protect original works of authorship, but ownership rights in literary and artistic works need not necessarily reside with the author or creator of the work.
For example, if a student is found using the school or the IB logo under any circumstances, to make copies of any examination material or examination stationary supplied, they will be penalised for the same.

**Authentic authorship -** Works of individual authorship which represents the authentic expressions of the author are crucial towards autonomous and individual forms of

expression. Authentic authorship is an essential requirement in achieving progress in the sciences and the arts, and make the case for protecting the author's property rights in literacy and artist work. Candidate's completed examination papers must reflect their own authentic and genuine work.

**Legitimate collaboration and unacceptable collusion -** In group assessments, when candidates working in groups are required to submit individual pieces of work they may find the difference between collaboration and collusion. They must exhibit a balanced behavior recognizing the collaboration of other team members and granting fair recognition of their own participation.

For example, while working in a group on a project, students are required to distribute the workload quickly , although in most cases seen there is a member who may have contributed more than others. In such cases, students must acknowledge the work of team members and explaining that submitting a piece of work jointly as if it has been done individually is considered collusion.

**Duplication -** Submitting the same work for two different assignments or assessments.

**Collusion -** Presentation of someone's work as one's own including both individual and group work. This might include plagiarized work, working in collaboration without the supervisor's consent. When two candidates submit identical work for an assessment despite the subject teacher advising that the candidates must collect and record their own data and write their own conclusions. For example, on the date of submission, a student turns in work which is similar to the work of another student. On examining the students' submissions, the teachers could identify that the submitted assignment was not an original piece of work.

**Forgery -** Forging the signature of a staff member or a parent on an official document.

Violation of the school's academic integrity norms can result in penalties, including possible disciplinary action. On such occasions, a student may be asked to resubmit the assignment, be awarded a zero for the assignment or granted academic probation as deemed fit by the school.

When a violation is reported, the first step is to identify the issue and discuss the behaviour of the student or students involved with their parents, the teacher(s) involved, the segment coordinator and the Principal. The student(s) and the teacher(s) are allowed to explain their situations and

reasons and appropriate action is taken in cases where it is proved that the academic integrity policy has been violated.

The student is counselled by the segment coordinator and the school counsellor on the first instance and is asked to resubmit the assignment. On the second instance and in case of formal exams like semester end exams, the student is awarded a zero and counselled by the segment coordinator and the school counsellor. On the third instance and thereafter or based on the severity of the case, the student will be granted academic probation and would need to resubmit the assignment. The student will also be counselled by the segment coordinator and the school counsellor.

The students, in all cases, would also have to come up with an effective CAS or SAA plan that combats the damage done.

## Guidelines for Citation and Referencing

Students and teachers are appraised about citation methodologies and referencing techniques through various skill development workshops at the school. The students are encouraged to use appropriate citation and referencing tools from a very young age as a part of their primary school learning process. The MLA format is followed at the school for all submissions pertaining to the Diploma Programme. A simplified version of the same is devised by teachers for younger students at the school.

## Prevention and detection of Academic Misconduct

The school follows Academic Honesty norms set by the IBO and monitors the progress of students' work, portfolios and IAs strictly. Teachers and Coordinators regularly oversee the process of the students' learning journeys and assess the academic merit and authenticity of their work through viva voces, process journals, interviews, drafts submitted and other such methods. Turnitin will be used by the school to assess plagiarism in assignments and submissions by students.

## AIP in the Middle Years' Programme
All students in the MYP are encouraged to follow the AIP strictly in word and in spirit.

<u>MYP Year 1 to 3</u>: Since these students are very new to the IB programmes, they are regularly trained to understand the MLA 8 citation and referencing style and provided with a simplistic modification of the MLA 8 that they must use for all their submissions and assignments at the school.

<u>MYP Years 4 and 5</u>: Since these students work on assignments that are submitted to the IBO and are quite well accustomed to the IB programme. They must use the MLA 8 citation and referencing style accurately to cite their sources. They are regularly trained to ensure that they have complete knowledge of the MLA 8 and can use it effectively. Teachers monitor the progress of their subject specific submissions to ensure that these are authentic and original. Interviews and vivas are conducted to ensure that there is no malpractice or plagiarism. Students sign academic honesty declarations provided by the IBO to vouch for the authenticity and originality of their submissions.

## AIP in the Diploma Programme

Students in the Diploma Programme must strictly adhere to the norms mentioned in the AIP. Students are provided subject specific training to help them understand the MLA 8 citation and referencing styles and use them properly for their subject specific submissions. These training are provided during the Pre-IB bridge course prior to the start of the school year as well as throughout the year by subject teachers. Teachers monitor the progress of their subject specific submissions to ensure that these are authentic and original. Interviews and vivas are conducted to ensure that there is no malpractice or plagiarism. Students sign academic honesty declarations provided by the IBO to vouch for the authenticity and originality of their submissions.

# Alignment with Other Policies

## Assessment Policy

The students at the school sign an academic integrity form prior to taking their exams or submitting assignments for assessments. This form ensures that they follow appropriate academic honesty norms as mentioned in the academic integrity policy. Students also sign an undertaking attesting that all submissions made by them to the IBO are their authentic and original work. The teachers, supervisors and coordinators regularly monitor the progress of IAs, portfolios and process journals to ensure that students adhere to the academic honesty standards expected by the school and the IBO.

## Admission Policy

The school verifies the documents submitted by the student prior to admitting them. During the admission process, parents and students sign and ascertain that all documents and tests taken by the students are devoid of any malpractice. The students also take an admission test prior to joining the school during which they declare that they would not resort to the use of any unfair means while taking the test. The school may reserve the right to reject a candidate who violates the academic integrity norms or resorts to academic malpractices.

# Community Involvement

ASW believes that holistic learning takes place when all the stakeholders are equally involved in the educational process. The responsibilities of the stakeholders at the school are as follows:

- Students
  - Students are encouraged to practice Academic Integrity at all times.
  - Students must ensure that the work done and submitted is their own work and includes appropriate citations as required.
  - Students need to sign an undertaking ensuring that they will not be involved in any sort of malpractice.
  - While working in groups, students must declare and acknowledge the work done by their team members along with the work done by them. They must use proper citations where appropriate.
- Teachers
  - All Subject Teachers must keep a record of their students work and the progress made by them and update the Coordinator in case of any delays in submission.
  - They must appraise the students about the strict adherence to the internal deadlines set within the school. This will help all stakeholders to complete the required tasks with ease.
  - They must assess the authenticity of the work submitted by running them through the plagiarism detection software used at the school.
  - They must inform the Coordinator and the parents in case of any malpractice or delays in submissions so that appropriate measures can be taken to rectify them.

- Coordinators

- Coordinators at school are responsible for upholding the spirit of Academic Integrity at school.
- They need to conduct various Academic Integrity Workshops in order to educate the entire community about its seriousness and the consequences of violating it.
- In case a student is found guilty of malpractice, Coordinators must inform the Head of School and parents of the concerned student so that the issue can be resolved at the earliest.
- They must investigate cases of malpractice and take the appropriate measures.

- Parents/Guardians
  - Parents/Guardians should be well aware of the Academic Integrity Policy at ASW.
  - They should attend the sessions scheduled at school on a regular basis to understand the importance of academic integrity and the updates made to the policy so that they can help their wards adhere to it.

# Communication of the Policy

The contents of all the policies and the norms mentioned in the Academic Integrity Policy are regularly communicated to the stakeholders through sessions with parents, students, teachers and the management. The policies are also available on the school's website so that all the stakeholders can access them with ease.

# Policy Review Timeline

All policies framed at ASW are reviewed annually.

| Policies | Review Timeline |
|---|---|
| Policy Drafted | October 2022 |
| Policy Reviewed | November 2022 |
| Next Policy Review | August 2023 |

## Bibliography

- https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-fileg_0_malpr_sup_1408_1a_e/?c=08a1979c&lang=en&pdf=g_0_malpr_sup_1408_2a_e.pdf  Academic Honesty in the IB educational context

- https://resources.ibo.org/ib/topic/Academic-Honesty/resource/11162-42418/data/m_0_mypxx_sup_1609_1_e.pdf  Academic Honesty in the MYP

- https://resources.ibo.org/ib/topic/Academic-Honesty/resource/11162-occ-fileg_0_malpr_sup_1410_1f_e/data/g_0_malpr_sup_1601_1_e.pdf  Academic Honesty in the DP