



# Academic Integrity Policy

**High School with Bilingual Units in Boguchwala**

## **IB MISSION**

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.

## **ACADEMIC INTEGRITY**

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work. Essential to the mission of the academic community is a shared commitment to scholarly values, intellectual integrity, and respect for the ideas and work of others.

## **PURPOSES OF ACADEMIC INTEGRITY**

The aim is to foster an academic integrity culture in the school and personal positive attitude towards it by supporting students to create a culture of self-respect and respect for others.

High School with Bilingual Units in Boguchwala acknowledges, supports, and actively endorses the IB Academic Integrity Policy, which includes promoting personal integrity and responsible practices in teaching, learning and assessment.

So, the goal of this document is to ensure that all school's IB DP students understand:

- their responsibility for producing authentic and genuine individual and group work.
- how to correctly attribute sources, acknowledging the work and ideas of others.
- the responsible use of information technology and social media.
- how to observe and adhere to ethical and honest practice during examinations.

## **ACADEMIC MISCONDUCT**

The IB defines student academic misconduct as “deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behavior that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happen before, during or after the completion of the assessment or examination, paper-based or on-screen (*IBO, Academic Integrity Policy, 2019*).

## **UNDERSTANDING ACADEMIC MISCONDUCT**

According to the above definition of student misconduct it refers to student's coursework as well as written examinations. It includes:

- "plagiarism: the representation of the ideas or work of another person as the candidate's own
- collusion: supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- duplication of work: the presentation of the same work for different assessment components and/or requirements
- taking unauthorized material into an examination room
- misconduct during an examination, including any attempt to disrupt the examination or distract another student
- exchanging or in any way supporting, or attempting to support, the passing on of information related to the examination
- copying the work of another student
- failing to comply with the instructions of any member of the school's staff responsible for the conduct of the examination
- impersonating another student
- stealing examination papers
- using an unauthorized calculator during an examination
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after examination

## **CONSEQUENCES FOR ACADEMIC MISCONDUCT**

If an incident of academic misconduct is proven to be true, the student will receive a "zero" or "no credit" for an assignment attempted or completed through cheating.

At the discretion of the teacher, the student may be required to complete the assignment (or an equivalent) for reduced credit. The IB Coordinator should be notified of any incident of academic misconduct as the Coordinator will have a conversation with the student and teacher, and a parent/guardian will be contacted. For a second incident of academic misconduct, the student will receive the above consequence but additional actions will be taken, including a meeting with the teacher, the IB Coordinator, the student, the parent/guardian(s), and an Administrator. Depending on the severity of the incident and the student's history of academic misconduct, other actions may be taken, including potential removal from the program. It is the student's responsibility to ensure that all work submitted for assessment is authentic with sources properly acknowledged. If a student is suspected of academic misconduct after declaring the work is their own and is the final version, then the school is required to carry out an investigation and provide the IB with pertinent documentation including statements from the teacher, the coordinator, and the student.

## **ARTIFICIAL INTELLIGENCE IN ASSESSMENT**

Latest developments in artificial intelligence (AI) software, such as ChatGPT, that can write sophisticated essay responses have generated a great deal of interest and discussion. The IB does not ban the use of AI software because it is an ineffective way to deal with innovation. We, therefore, need to adapt our assessment practices so students can use these new AI tools ethically and effectively. Students should be aware that the IB does not regard any work produced—even only in part—by such tools, to be their own. Therefore, as with any quote or material from another source, it must be clear that AI-generated text, image, or graph included in a piece of work, has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography.

## **ROLES AND RESPONSIBILITIES**

The school's leadership team must ensure that all teachers have the same level of understanding of academic integrity as a first step to ensuring their engagement and commitment. Teachers should be given guidance and support on when to take the necessary actions if confronted by a case of academic misconduct, otherwise, the school's goal of promoting an academic integrity culture can be negatively impacted

## **DP COORDINATOR' AND LEADERSHIP TEAM RESPONSIBILITIES**

- Ensure that the school's Academic Integrity Policy is applied fairly and consistently.
- Ensure that teachers, learners, and parents can access and understand the school's Academic Integrity Policy.
- Report suspected instances of learner academic misconduct and school maladministration to the school administration and/or the IB.
- Supervise all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy.
- Ensure compliance with secure storage of confidential IB material policy and the conduct of IB examinations.
- Inform and implement the standards of academic honesty and formalities. Ensure all students are aware of source criticism.
- Communicate how academic dishonesty is detected.
- Communicate the consequences of academic dishonesty.
- Ensure that all teachers apply the same referencing system (APA)
- Be aware of discrepancies in the quality of classwork and drafts
- Use drafts and deadlines to monitor progress and avoid dishonesty/plagiarism

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

- Expected not to engage in any form of academic misconduct at any time, including plagiarism, collusion, duplication of work, and all other forms of cheating
- Ensure that all the work they submit is their authentic work
- Be aware of the rules for citing others' work and ask teachers for guidance when needed
- Work collaboratively only in appropriate circumstances
- Observe and adhere to ethical and honest practice during examinations
- Be responsible with the use of information technology and social media
- Inform a staff member when they are aware that another student or students have violated the academic integrity policy

## **TEACHER'S ROLES AND RESPONSIBILITIES**

- Make students aware of what constitutes academic misconduct in their respective classes and how it undermines the learning process
- Teach students how to use the words and ideas of others appropriately to support their own oral and written communication
- Teach students how to use citations correctly
- Structure assignments and tests to minimize the opportunity for academic misconduct
- Submit student work for online plagiarism checking when appropriate
- Make it clear to students when and how they can collaborate with each other on assignments
- Be vigilant about preventing and identifying academic misconduct
- Make students aware of the consequences of academic misconduct

## **PARENTS' ROLES AND RESPONSIBILITIES**

- Familiarize themselves with the relevant policies
- Understand IB policies, procedures, and subject guidelines
- Understand what constitutes student academic misconduct and its consequences
- Support their children in planning a manageable workload
- Report any potential cases of student misconduct or school maladministration to the school's directorate and/or the IB
- Abstain from giving or obtaining assistance in the completion of work to their children
- Maintain open and honest channels of communication

## REFERENCES

International Baccalaureate Organization. (2019). *Academic integrity*.

*Conduct of examinations booklet 2020*, 2019, Cardiff: Peterson House

International Baccalaureate Organization, *Diploma Programme Assessment Procedures*, 2023

International Baccalaureate Organization, [ibo.org/news](https://ibo.org/news), *Statement from the IB about ChatGPT and artificial intelligence in assessment and education*, 2023

## **ACADEMIC INTEGRITY POLICY AGREEMENT**

I have read, understand, and accept High School with Bilingual Units in Boguchwala IB Academic Integrity Policy. I understand that this agreement remains in effect during the entire time I am in the program.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_  
(Date)

Parent(s)/Guardian(s) Name: \_\_\_\_\_

Signature(s): \_\_\_\_\_  
(Date)