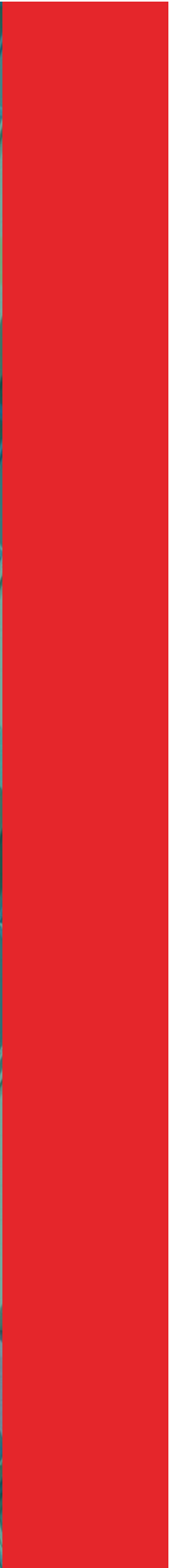


Passion for education



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POLICY Academic Integrity



Preface

The International Baccalaureate Diploma Programme places a strong emphasis on upholding academic integrity and fostering a culture of honesty. This policy delineates the standards for academic honesty and delineates the repercussions for breaches of these standards. It is the collective responsibility of all IB DP personnel, educators, and students to comprehend and uphold these expectations, maintaining elevated levels of academic honesty in all aspects of their coursework and evaluations.

Definition of Academic Integrity and Misconduct:

Academic Integrity (AI) represents an ethical code of conduct that applies to all individuals engaged in academic pursuits. Every member of the ISG IB community is expected to uphold ISG's AI policy with a commitment to respect, responsibility, honesty, and fairness. Academic misconduct is deemed to have occurred when there is a breach of AI principles. The software employed to detect academic misconduct is "turnitin." Instances of academic misconduct encompass, but are not limited to, the following:

- Plagiarism
- Cheating
- Unauthorized assistance given or received on any assignment
- Impersonation of another individual
- Submitting the same work for multiple assignments, unless otherwise specified
- Paying someone else to complete one's work
- Misconduct during an IB exam
- Unauthorized communication about the content of an exam
- Falsifying data for an assignment
- Theft of exam papers


ISG students will cultivate research and study habits that exemplify their commitment to academic honesty. They will practice AI principles through various oral and written assignments. Through explicit instruction and engagement with case studies, students will develop a strong familiarity with and adherence to AI practices. Ensuring AI requires the active participation of the entire school community, with everyone being aware of these standards and abiding by them.

Roles of the Different Members of the School Community:

The Students

In times of stress, pressure, and despair, misconduct can be tempting. It will be the students' responsibility to familiarize themselves with ISG's AI policy and to sign a contract that they have read and understood all that is required of them. Students will be responsible for giving

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credit where credit is due and ensure that all work they submit is their own. Students are responsible for asking questions regarding misconduct when in doubt to avoid breaching their contracts. Students will regularly review proper MLA and APA citation style. All work submitted must include and be signed with ISG's IB pledge:  "I pledge that I have neither given nor received any unauthorized aid on this assignment."

Signature

The DP Coordinator

The coordinator serves as a link between students, administrators, teachers, and legal guardians and makes sure all students have read, understood, and signed the school's AI policy. S/He ensures the AI policy aligns with IB regulations and is reviewed and adjusted on a regular basis. Changes made to the policy must be communicated to the school community in regular meetings. The coordinator, along with the teachers, makes sure that students understand the possible ways of academic misconduct and their consequences.

The Teachers

All teachers are responsible for ensuring that IB students follow the code of conduct with all their work. Submitted work must be graded critically and unbiasedly. Teachers teach students about all the different kinds of academic misconduct which goes deeper than just plagiarism. It is the teachers' responsibility to meet with the DP coordinator on a regular basis to be aware of any possible changes to the AI policy. Teachers must be fair and transparent in their follow-through of consequences when academic misconduct has occurred. Teachers are required to use instances of academic misconduct as learning opportunities for all students to avoid those in the future. Teachers must clearly state their expectations and standards for the students. Outstanding examples of AI should be highlighted and honored.

The Parents

We encourage parents to read through the AI policy with their children and discuss those together. Parents are expected to support their children about the importance of AI and the severeness of academic misconduct. Parents are expected to fully support the school's decision and consequences when a student has been found guilty of academic misconduct, regardless of whether the student intentionally breached the contract or not.

The Librarian

The librarian is a crucial member of the AI team. The librarian shows the students how to conduct proper research, decide whether their sources are credible, and how to cite their sources correctly. Additionally, the librarian will assist students with picking sources related to their research topic. The librarian will guide students in using in-text citations and paraphrasing. The librarian will be responsible for staying up-to-date on current MLA and APA citation styles and will make students aware of possible changes that may occur in the citation format. The librarian is responsible for purchasing, cataloguing, and organizing the research material available for the students.

Consequences of Academic Misconduct

Academic misconduct encompasses situations where a student, whether intentionally or inadvertently, fails to adhere to the established regulations outlined in this policy. The severity of the misconduct determines the following consequences:

1. Unintentional Misconduct:

- Loss of points on the assignment.
- Opportunity to re-do the affected part of the assignment.
- Discussion with the student to identify where the misconduct occurred.
- A written warning indicating that a subsequent incident of misconduct will result in a more severe penalty.
- Guidance for the student to seek advice from the teacher before submitting the next assignment.

Instances of such unintentional misconduct may involve:

- Improper citations.
- Incorrect works cited page.

2. Intentional Misconduct:

- If a student has previously experienced the first scenario, any subsequent misconduct will be assumed as intentional.
- The student's assignment will receive an F grade with no opportunity for re-submission.

Instances of intentional misconduct include:

- Copying someone else's work.
- Cheating.
- Unauthorized aid given or received on an assignment.
- Plagiarism.
- Submitting the same work for different assignments.
- Fabricating data for an assignment.

3. Heavy Intentional Misconduct:

- Legal guardians will be invited for a discussion with the student, their teachers, and the head of school.
- A class conference will be convened to determine whether the student can continue their education at the school.
- If the student is enrolled in the IB DP, they may face exclusion from the program.

Instances leading to these consequences encompass:

- Paying or receiving payment for completing someone else's work.

- Impersonating another individual during an exam.
- Stealing exam papers.

Students' Rights

Students will have a chance to plead their case if they are being confronted with the allegation of academic misconduct. They can request a hearing with their subject teacher, a teacher they do not have in any other class, and a member of the admin team to get a second opinion on their case. A decision will be made regarding the student's case in collaboration with the staff involved.

Procedures

Students' grades will be recorded on the school's online platform called *All4Schools (A4S)*. All tests, quizzes, exams, participation, and other miscellaneous grades are reflected on the platform. Students and their legal guardians have 24/7 access to their homework and grades using this platform. Teachers are required to update the gradebook on A4S once a month to ensure the students' current level of performance is up to date. Homeroom teachers have access to all their students' grades and can make decisions on whether or not students and/or their legal guardians should be alarmed about the student's current academic standing.

Twice a year, official report cards are sent home to show students' summative performance in each class for the semester. Report cards must be signed by the legal guardians and checked by the respective homeroom teachers.

Creation of this Policy

This policy was collaboratively developed by the Diploma Programme Coordinator, DP teachers, and was approved by the Head of School.

The policy is reviewed and updated annually by the DP Coordinator at the start of each school year.

The policy is communicated effectively to students, their parents, and the Department of Education through various channels such as the school website, parent-student meetings, the school library, school presentations, and email correspondence.