



Academic Integrity Policy

Introduction to Philosophy

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 behavior in the production of legitimate, authentic and honest scholarly work... It should be part of an “ethical culture” of any educational institution. It is an obligation which must be embraced and fostered by the entire school community, so students continue their future life, whether in higher education or in the workplace, in strict adherence to this principle. [International Baccalaureate Principles Into Practice, 2020]

At the International School of Texas, we believe that each student is a unique individual and has unique learning needs. We believe in our practices reflecting a culture of respect, responsibility, fairness, honesty and trust. It is the goal and obligation for all members of the IST Community (teachers, administrators, parents and students) to work collaboratively to teach each individual student, through age-appropriate development, to adopt a culture of integrity into their academic and personal lives and thereby impact their future.

As an International Baccalaureate (IB) school, we strive to instill 10 key attributes within each of our students that we refer to as the IB Learner Profile. These ten attributes are the very core of everything we work to instill through our programs. Therefore, the foundation of this policy is based on the attributes of the learner profile, including, but not limited to:

- **Communicators** need to explain their ideas clearly and reference ideas and/ or research rigorously using an accepted format.
- **Knowledgeable** students know that they need to cite where information comes from that underpins their work.
- **Inquirers** have the requisite skills to carry out research and inquiry.
- **Open-minded** students pursue and consider information from a variety of sources and points of view.
- **Principled** students act with honesty and integrity by taking responsibility for their actions.
- **Thinkers** explore concepts, issues, and ideas critically and creatively.

Types of Malpractice: Collusion, Duplication, & Plagiarism

Malpractice can be defined as a behavior that results in a student gaining an unfair advantage on an assessment task. This could take a number of different forms, including *collusion*, *duplication*, or *plagiarism*.

Collusion:

- Collusion is allowing your work or part of your work to be copied.
- Collusion could happen on a variety of tasks (e.g. homework, a formative task, a summative assessment, or even a creativity project or community project).
- Much work in the PYP is done collaboratively. However, as per the teacher's expectations, some work must be completed by an individual without collaborative assistance.

Duplication:

- *Duplication* is when a student submits the same or a very similar piece of work for another assessment.

Plagiarism:

- Using someone else's work without giving credit.
- Passing off someone else's idea as your own.
- Could happen in any subject or project.

Malpractice can occur anywhere. This may include homework, projects, quizzes, tests, etc. It can also occur through non-verbal communication between students, and inappropriate use of technology (using unauthorized sites, inappropriate social media platforms, unauthorized equipment such as calculators, etc.).

Stakeholder Responsibility

Responsibility of Students

Ultimately students are responsible for what they submit to teachers. Whether it is homework, formative or summative tasks in class, community projects, or anything else they are presenting to faculty as something they have produced. Students are expected to know and understand that there are consequences for malpractice at IST. Moreover they should be aware that severe consequences may result from academic dishonesty.

In order to avoid malpractice students should:

- Read work before submitting to check for malpractice.
- complete all assignments, tasks, tests and quizzes in an honest manner and to the best of their abilities

A student is expected to report to faculty any malpractice they are aware of from a fellow classmate. We encourage students to do this privately with a member of faculty when other students are not around. This is to avoid voicing allegations publicly, as there may be a chance

that statements may turn out to be false or a misunderstanding may lead to complications amongst classmates.

Students are to show responsible use of the internet and associated social media platforms. As technology use increases across the campus, teachers within the classroom, with support from all staff members (particularly STEM teachers), will assist in student understanding of these expectations.

All students are expected to work with their parents to read the Academic Integrity policy and discuss their responsibilities. Each student and their parent(s) will be asked to sign the Academic Integrity Agreement each school year.

Responsibilities of Parents

Partnership between school and parents We depend upon the partnership between parents and the school in teaching students the expectations and responsibility of academic integrity. We expect parents to:

- Alert the school to any issues of malpractice by their child.
- Reinforce academic integrity – both its importance & practices.
- help their child with homework, with boundaries in place.
 - Doing a student’s homework can have adverse effects on the child’s development of self-management skills and independence. Parents should strive to strike the right balance.
- All parents are expected to read and sign the academic integrity policy.

Faculty Members

- Responsibility of faculty members:
 - Be sure that students’ work is authentic.
 - Malpractice or academic dishonesty are taken seriously.
 - Be positioned to discover evidence of malpractice.
 - Be alert to issues of malpractice within their classes or scope of supervision and follow-up with appropriate steps.

Consequences of Malpractice

Every case of malpractice is dealt with on a case by case basis. However, we do have guidelines for consequences for student malpractice. Teachers will explain the importance of having academic integrity through restorative practices in addition to the consequences outlined below.

Malpractice	Consequence
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<p>Collusion I Student colluded with another student.</p>	<p>For the student who copied another's work: Student must do the task again and reflect with the teacher.</p> <p>For the student who allowed another to copy their work: Student must reflect with the teacher on why this is wrong.</p> <p>If this offense is repeated twice, the student is bumped up to Plagiarism (level) II outlined below.</p>
<p>Collusion II Student colluded with another student on a project (e.g. PYP Exhibition) → Also for a second offence</p>	<p>A meeting is set up with the student, the teacher, PYP Coordinator. Guidelines from the IBO Academic Honesty documentation are followed.</p>
<p>Plagiarism I Student plagiarized someone else's work.</p>	<p>Student must do the task again and reflect with the teacher.</p> <p>If this offense is repeated twice, the student is bumped up to Plagiarism (level) II outlined below.</p>
<p>Plagiarism II Student plagiarized someone else's work on a project → Also for a second offence</p>	<p>A meeting is set up with the student, the teacher, PYP Coordinator. Guidelines from the IBO Academic Honesty documentation are followed.</p>

If a student commits two or three offences then there are follow up steps that will be instituted:

In order to ensure consequences restore a student's standing and keep them on an academically honest track for their learning and development, students must

→ For a **second offence**, the student will need to write an extended reflection on academic integrity. The PYP Coordinator will be informed.

→ For a **third offence**, the student will have a meeting with the teacher and PYP Coordinator. Parents will be informed at this point, after the teacher has brought this to the attention of the coordinator.

By the end of the PYP students should understand the importance of referencing and be able to provide a list of sources (e.g. websites and books) at the end of an assessment task.

DATE OF LAST REVIEW: Fall, 2021

Academic Integrity Contract (to be added to school handbook)

Student Pledge

I vow to pursue my learning with integrity. I have read IST's *Academic Integrity Policy* and understand the importance of being principled with my academic and extracurricular pursuits. I understand that there could be serious consequences to any malpractice I may participate in.

- I will follow school rules on academic integrity on all tasks, including homework and assessments.
- I will not directly copy from another source (e.g. a classmate or website).
- I will follow MLA referencing conventions when using ideas or information from another source to help build my own arguments and stances on issues.

Student Name _____
(print)

Student Signature _____
(cursive)

Parent Pledge

I, _____, have read and understand IST's *Academic Integrity Policy*. I understand the importance of principled academic and extracurricular pursuits. Moreover, I will do my part to help ensure my child follows the regulations of the *Academic Integrity Policy* and understand that there could be serious consequences to any malpractice my child may participate in.

Parent Signature _____