

# American School of Brasilia

## Academic Integrity Policy



## **American School of Brasilia (EAB)**

We are a diverse community that provides an English-language based pre-kindergarten through Grade 12 education. We are an International Baccalaureate World School with U.S. and Brazilian accreditation.

### **Mission**

Learners inspiring learners to be inquisitive in life, principled in character, and bold in vision.

### **Vision**

To positively impact the world through excellence in academics, activities, arts, leadership, and service.

### **Learning Principles**

#### Learning Engagement

We are learners inspiring learners by being active participants who are engaged in our education.

#### Learning Extension

We are inquisitive in life by viewing mistakes as opportunities for curiosity and reflection to stretch our thinking.

#### Learning Environment

We are principled in character by nurturing safe, mutually respectful learning environments where every student can thrive.

#### Learning Evolution

We are bold in vision by tackling challenges and embracing feedback to enhance our learning.

### **Rationale**

Mutual trust and intellectual honesty are essential in an educational environment. This spirit embodies the EAB Honor Code and Learner Profile shared by all members of the EAB community.

### **EAB's Fundamental Beliefs about Academic Integrity**

EAB students are responsible, engaged, and principled, in accordance with EAB's Learner Profile.

- Every student has the right to an academic environment that is free from the injustices caused by academic misconduct.
- All members of the EAB community will be involved in supporting and modeling EAB's Academic Integrity Policy and adhering to the spirit of the EAB Honor Code.
- The embodiment of the EAB Learner Profile values a continuous, developmental process and believes errors in judgment provide opportunities for the reflection and learning necessary to help students become principled, self-regulating members of our community.
- All EAB students are expected to be scrupulously honest in the way in which they carry out and present their work. This means that all parts of all work submitted for assessment, whether formative or summative, internal or external, must either be original to the student, or must be properly cited to its source.
- All disciplinary policies are derived from these beliefs.

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## Types of Academic Malpractice

**Plagiarism:** Taking someone else's work and using it as your own. Plagiarism can come in the form of ideas (paraphrasing someone else's words), words (copying directly from another source) and images. Plagiarized items are usually taken from books or are copied from the internet and are not referenced/cited properly. Plagiarism is a form of stealing, as you are stealing someone else's work, even if it is unintentional. It is a student's responsibility to ensure that all measures are taken to avoid plagiarism in all forms.

**Collusion:** Allowing your work to be copied by another person or copying another person's work. This also includes working together on projects or papers which were assigned for individual submission.

**Duplication of Work:** Using the same piece of course work for two different assessments, either in the same course or in different courses.

**Behavior which Gives an Unfair Advantage:** This can include cheating on exams, using mobile phones to look up information on tests, or looking at another student's paper.

**Dishonest Use of Artificial Intelligence (AI):** AI can be used as a search tool and should be cited properly. AI cannot be used to produce student work.

## Responsibilities

### School Responsibilities:

The school will provide all teachers and students with accounts to turnitin.com (high school). The school has set the expectation that all teachers and students use MLA formatting and has set expectations that teachers model academic honesty practices. Digital citizenship and research skills, including proper citation methods, form part of the school's curriculum at an age-appropriate level. The IB Coordinator will inform students of IB exam regulations before end-of-grade 11 exams, Grade 12 mock exams, and IB exams.

### Staff Responsibilities:

It is the responsibility of the teachers to model good academic practice and to teach students proper research and MLA citation skills in his/her subject area. Teachers are required to use turnitin.com for all work submitted to the International Baccalaureate (IB) for assessment. It is also the responsibility of the teacher to alert the Division Principal and/or Dean immediately if they suspect academic malpractice.

### Student Responsibilities:

It is the responsibility of the student to ensure that they do not commit academic malpractice. In particular, it is the student's responsibility that they cite all work, including images, using MLA in-text and bibliographic citations. They must also ensure that any work submitted is their own, and that they follow all exam regulations. If the student has questions on proper citation, it is their responsibility to ask the teacher or the librarian before they submit an assignment. It is also the student's responsibility to use AI responsibly and to cite their use of AI on assessments.

### **Parent Responsibilities:**

It is the responsibility of the parents to discuss the importance of academic honesty with their son/daughter, and to meet with the programme-level coordinator, if needed, to discuss academic honesty concerns.

## **Violations of Academic Malpractice**

### **Lower School and Middle School**

Instances of academic malpractice will be dealt with on a case-by-case basis by the classroom teacher and division principal.

### **High School**

Teachers must inform the High School Dean immediately if academic malpractice is suspected. The initial consequence for academic malpractice is for the student to be placed on Probation and for the malpractice to be investigated by the Faculty Council, who will determine whether the incidence is considered academic malpractice and what the appropriate consequence is.

For suspected malpractice using AI, students will be interviewed by their teacher, the IB Coordinator/Dean, and High School Principal. Students will also be expected to produce the draft history of their work on Google Docs.

Possible consequences for academic malpractice in High School include, but are not limited to, a warning or continued academic probation. Students will be required to complete the assessment on which the academic malpractice was committed in a structured, supervised environment. Further consequences may include withdrawal from IB examinations, temporary or permanent removal from extracurricular activities and/or leadership positions, limitations to times allowed on campus, structured meetings with the High School Dean and Principal, or suspension. Probation will be noted in the student's permanent school file and may be included in the school's recommendation to universities or other outside institutions requiring a statement on student behavior while at EAB. A student who is placed on Probation a second time may be expelled from the school.

There is no appeal after a decision is made by the Faculty Council, as the student's interpretation of the incident will have been heard and all extenuating circumstances will have been considered before the Faculty Council makes its final decision.

### **For more information, please refer to the following documents:**

*EAB Assessment, Grading, and Reporting Policy*

*EAB High School Student Handbook*

*IB Conduct of Examinations Booklet*