



ANGLICAN INTERNATIONAL SCHOOL JERUSALEM

SECONDARY ACADEMIC INTEGRITY POLICY

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In our current information age, issues of intellectual property and academic misconduct have become complex. One of the expressed goals of the IB Learner Profile is to develop students that are **principled**. This means that students act with integrity and that they take responsibility for, and accept the consequences of, their actions. An understanding of these ideas informs the AISJ Academic Integrity Policy.

1. Definition of Academic Integrity and Academic Misconduct

Academic integrity means that the work presented by a student is authentic and genuinely their own work, suitable for the given task. The inclusion of the work of others is entirely acceptable if it is properly acknowledged within the work. Teachers inform students regularly about the necessity for academic integrity and model academic integrity expectations by appropriately acknowledging the work of others in their teaching materials. Students also receive information about how to present work from a number of sources with appropriate citations. The AISJ Secondary School Referencing Guide sets out expectations and guidelines for secondary student work.

The school uses ManageBac as its learning management system, which has been integrated with the online utility Turnitin. This utility serves as the initial monitor that produces reports for all assessments submitted, which subject teachers consult to ensure authenticity. If the initial report is not definitive, and concern about authenticity remains, the teacher then consults with the appropriate program coordinator, who will help review the assignment in comparison to the student's overall body of work.

The IB (International Baccalaureate) defines 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." (International Baccalaureate, 2023).

Academic misconduct includes:

- **Presenting something** as your own work that has not been cited properly (**Plagiarism**)
- **Copying from others** or allowing others to copy from you (**Collusion**)
- **Inventing data or information** that is not from a real source (**Fabrication**)
- **Turning in the same work** for two different classes (**Duplication**)
- **Misuse of AI software** contrary to the AISJ Artificial Intelligence Usage Policy (see policy).
- **Pressuring of teachers by parents and students** regarding grades is now classified by IB as academic misconduct and will be treated as such.

The most common form of academic misconduct is internet-based plagiarism, i.e. cutting & pasting then modifying the work slightly. However, old-fashioned "copying" from another student is also academic misconduct.

2. The AISJ Academic Misconduct Procedure

2.1 Academic Misconduct Procedure in the MYP (Middle Years Program)

If a student is caught in behavior that equates to academic misconduct of any form in the MYP, the penalties are as follows:

- The first infringement, parents will be informed in writing through the Dean and MYP Coordinator, and the student will be given a warning and the opportunity to rewrite the assignment.
- A second infringement, parents will be informed in writing, through the Dean and MYP

Coordinator, and the student will be given a zero for the assignment.

- A third infringement will result in a zero for the assignment and a parent conference will take place with the MYP Coordinator and the Head of Secondary. A disciplinary measure may be taken as per the recommendation from the Dean of Students.

2.2 Academic Misconduct Procedure in the DP (Diploma Program)

If a student is caught in behavior that equates to academic misconduct of any form in Diploma Years I and II, the penalties are as follows:

- For the first infringement, parents will be informed in writing, through the Dean and DP Coordinator, and the student will be given a zero for the assignment.
- A second infringement will result in a zero in the assignment and a parent conference will take place with the DP Coordinator and Head of Secondary.
- A third infringement will result in removal from the IB program.

**The consequences for infringements of this policy carry through the two Diploma Years at AISJ*

3. Academic Misconduct on External or Internal Assessment

Every effort is made to ensure academic integrity on all work being submitted for external assessment. To that end, all work submitted to the IB goes through Turnitin Plagiarism Detector. In addition, students in the DP program sign a declaration, authorizing the school to submit their work to the IB and attest that the work submitted is their own, with correct and appropriate acknowledgement of the words and ideas of others. If any academic misconduct is suspected after a candidate's work has been submitted to the IB for assessment, the school is required to inform the IB. ***Any academic misconduct infringement on an IB internal or external assessment submission will result in automatic removal from the IB DP Program.***

Students sitting external examinations or tests (from the IB or any other exam body) should be aware that cheating or any other academic misconduct on an examination will not only result in disqualification from that particular sitting, but may also result in disqualification from the entire battery of examinations. The school will not be an advocate for students who have any record of academic misconduct at AISJ. It is also important to note that some universities will ask the school about a student's academic integrity record before allocating them a place.

References

International Baccalaureate. (2016, September). *General Regulations: Diploma Program*. Sso.ibo.org.
https://resources.ibo.org/data/d_0_dpyyy_reg_1609_2_e.pdf