



# La Scuola International School

## ACADEMIC INTEGRITY POLICY

This document outlines the beliefs, practices, roles, and reporting procedures that guide practices at La Scuola. It should be read in conjunction with our Student and Family Handbook, Personnel Handbook other Learning Policies: Assessment, Language, Inclusion, and Admissions.

This document was reviewed by La Scuola's community in the Spring of 2024, and is applicable to the school year of 2024-2025 and beyond until another review is necessary.

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## Philosophy Statement

As an IB School, La Scuola International School upholds the IB Programme requirement that all submissions for evaluation, irrespective of their format, must exclusively utilize the candidate's own language, expression, and original ideas. Whenever incorporating the ideas or work of others, whether through direct quotation or paraphrasing, it is essential to fully and appropriately acknowledge the sources.

Academic integrity and personal integrity is required of all members of our community. Homework, papers, tests, and major assignments are to be the work of the individual student. When completing work independently, any copying and/or sharing of assignments, submitting any work that is not one's own, cheating on any test or passing on test information, failure to acknowledge original sources and respect intellectual property rights, and plagiarism constitute serious academic offenses. When working in groups, ethical collaboration entails full participation and focus on group projects, respecting the ideas and input of others, never deleting, changing or appropriating a collaborator's work without explicit permission or recognition.

The IB specifies that any other behavior that gains an unfair advantage for a student or that affects the results of another student is defined as academic dishonesty.

## What is Malpractice?

The IB offers the following definitions for malpractice:

- **Plagiarism** is defined by the IB as the representation of the ideas or work of another person as the student's own. Plagiarism may include improper or missing citations, failure to acknowledge the original author, and copying information from the internet. In a multilingual learning environment, the use of online translators or AI for producing work in another language is considered plagiarism.
- **Collusion** is defined as supporting malpractice by another student. Students are encouraged to collaborate, and are often asked to participate in group projects. However, the IB requires that "the abstract, introduction, content and conclusion/summary of a piece of work must be written in each student's own words and cannot therefore be the same as another student's. For example, if

two or more students have exactly the same introduction to an assignment, the assessor will interpret this as collusion (or plagiarism)."

- **Duplication** of work is defined as the presentation of the same work for different assessments, for example turning in the same essay for two different courses. (See specific examples below)
- **Copyright infringement** - Wrongfully using copyrighted works, regardless of medium. Copyright is a creator's legal right to control the use of their work and earn money from it.

Additional examples of malpractice, as provided by the IB:

- taking unauthorized material into an examination room (such as cell/mobile phone, written notes)
- leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination
- misconduct during an examination, including any attempt to disrupt the examination or distract another student
- exchanging information or in any way supporting the passing on of information to another student about the content of an examination
- failing to comply with the instructions of the test proctor or other member of the school's staff responsible for the conduct of the examination
- stealing examination papers
- using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the exam section

## Responsibilities of the Community

### Students

Students at La Scuola are expected to:

- Complete all assignments and assessments with honesty and integrity, ensuring that all work submitted is their own and represents their own understanding, language/expression, and effort.
- Properly cite and acknowledge all sources used in their work, including but not limited to text, images, ideas, data, and use of online tools and resources, in accordance with established citation formats.

- Refrain from engaging in any form of academic dishonesty, including plagiarism, cheating, collusion, and fabrication.
- Seek clarification from teachers or supervisors if unsure about citation practices, attribution requirements, proper use of online tools and resources, or any aspect of academic honesty.
- Use artificial intelligence (AI) tools ethically and responsibly, ensuring that any assistance or automation provided by AI is in alignment with academic integrity principles. If unsure if use of AI is appropriate, “we’ll ask before we act. We commit to using AI for learning, not instead of it,” (Eric Hudson Consulting, 2023).

## **Families**

Families at La Scuola play a crucial role in fostering academic integrity in their children and are responsible to:

- Help navigate academic pressures, prioritizing integrity and growth over perfection.
- Lead by example, demonstrating integrity in actions and learning to instill values of honesty, integrity, and respect for intellectual property early on.
- Collaborate with educators to reinforce messages and combat cheating.
- Provide support, guidance, and resources for effective studying and time management. Educate about responsible technology use and plagiarism risks.
- Discuss ethical dilemmas, moral reasoning, and academic integrity. Clearly communicate school expectations about honesty and its consequences.
- Maintain open communication to address challenges, and monitor progress and address signs of dishonesty constructively.
- Recognize and celebrate integrity in academic achievements.
- Abstain from giving or obtaining assistance to their children in the completion of work that generates or modifies academic work in ways that circumvent the student's own learning process or misrepresent the student's abilities.

## **Teachers**

Teachers at La Scuola are responsible for:

- Educating students about the principles and importance of academic honesty, integrating discussions on ethics and integrity into the curriculum.
- Modeling and fostering discussions about the importance of attributing credit to ideas and art work, starting in the Early Years.

- Providing clear guidelines and expectations for academic assignments and assessments, including instructions on citation practices and proper use of sources.
- Monitoring student work to deter and detect instances of academic dishonesty, employing appropriate strategies such as plagiarism detection tools and vigilant observation.
- Addressing suspected cases of academic dishonesty promptly and fairly, following established procedures for investigation and resolution.
- Supporting students in developing the skills and habits necessary for maintaining academic integrity, including research, critical thinking, and citation techniques.
- Provide appropriate credit and citation information in presentations, assignments, and class resources to model academic integrity for students.
- Model and teach limited use of Artificial Intelligence (AI) tools as appropriate to their subject or assignment.
- Model and teach proper AI use for the benefit of the students and to provide more personalized and targeted instruction.
- Utilize AI tools ethically and constructively: to streamline data collection, as a brainstorming tool for resources, lesson planning, differentiation, and scaffolding.
- Utilize AI tools to facilitate seamless communication with families in multiple languages, promoting inclusivity and fostering a sense of community within our diverse, multilingual environment.

## Monitoring Process

La Scuola reserves the right to utilize available tools and technology to monitor the integrity of all student submissions. This may include employing online resources or requiring that students submit their rough notes and/or first drafts with their final submissions.

- **Plagiarism Detection Software:** We utilize plagiarism detection software to scan submitted assignments and detect any instances of plagiarism, cheating, and/or improper AI use.
- **Random Checks:** Faculty members may conduct random checks on assignments to ensure academic integrity. This involves selecting a sample of

assignments for manual review, regardless of whether they have been flagged by the plagiarism detection software.

- **Clear Expectations & Proactive Education:** La Scuola engages in proactive education efforts to raise awareness about the importance of academic integrity. This includes lessons and online resources on topics such as citation practices, paraphrasing, proper use of available technologies, and avoiding plagiarism.

Students are provided with clear guidelines and expectations regarding academic integrity. This includes information on what constitutes plagiarism or cheating, instructions on if or how AI can be consulted, consequences for academic dishonesty, and resources available for assistance with citations and proper referencing.

### Regular Training

Faculty and staff receive regular training on how to recognize and address plagiarism and cheating. This training covers the use of plagiarism detection software, understanding different forms of academic dishonesty, critical review of AI tools and applications, and strategies for promoting academic integrity in the classroom.

### Support and Guidance

At La Scuola, we are committed to supporting students in upholding the principles of academic honesty. Teachers, advisors, and administrators are available to provide guidance, clarification, and assistance to students who may have questions or concerns about academic integrity. Teachers will take into account the learning needs of the student to understand the concept of academic honesty, and will consider whether dishonest behaviors could reflect underlying academic difficulties. In such cases, teachers will follow the procedures outlined in the **Inclusion Policy** to assess if further academic support is needed.

### Examples of Explicit Teaching & Age Appropriate Expectations of Academic Integrity:

PreK-1	Grade 2-3	Grades 4-5	Grades 6-8
<ul style="list-style-type: none"><li>● Paraphrasing simple facts</li></ul>	<ul style="list-style-type: none"><li>● Paraphrasing short paragraphs</li></ul>	<ul style="list-style-type: none"><li>● Short Essay Writing</li><li>● Including a</li></ul>	<ul style="list-style-type: none"><li>● Essay writing</li><li>● Proper MLA Citations</li></ul>

<p>orally</p> <ul style="list-style-type: none"> <li>• Giving credit to other's ideas</li> <li>• Teachers model citing student's ideas through documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to evaluating sources (Grade 3)</li> </ul>	<p>Reference list (MLA)</p> <ul style="list-style-type: none"> <li>• Evaluating sources and information credibility</li> <li>• Note-taking: Direct quotes &amp; paraphrased notes</li> </ul>	<p>and Works Cited pages</p> <ul style="list-style-type: none"> <li>• In-text citations &amp; Image Citation</li> <li>• Note-taking: Direct quotes &amp; paraphrased notes</li> <li>• Research Skills: Evaluating Sources (CRAAP test)</li> <li>• Guided practice in ethical use AI tools for learning.</li> </ul>
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**In the Primary Years Program**, students learn:

- that being honest is being **principled**, one of the IB Learner Profiles.
- that academic honesty means being truthful and principled about their schoolwork.
- that using someone's writings, drawings, charts, ideas, etc. as their own, without giving credit to the author, is **plagiarism**.

**What is Academic Honesty in the PYP?**

- If you take credit for the work, which belongs to you then you are being **knowledgeable**. Others will know they can come to you to find out more information about your topic.
- If you share credit for work done in a group, then you are being **principled**. People will see you are an honest and respectful person.
- If you give credit for work which is not yours, then you are a person who has **integrity**. You know the difference between what is fair and what is not fair regarding crediting sources that are not your own.
- If you contribute equally while working in a group then you are showing **respect** for others' opinions and **cooperation**. People know you are a good listener and you work well with others.
- When you work individually then you are showing **independence** and **confidence**. You know you can do the work and you will do your best.



## Consequences Of Academic Dishonesty

Instances of academic dishonesty will be addressed in accordance with the following guidelines:

### Primary Years Program

In the case of a lapse of academic honesty by a PYP student, the school will provide the student support in a positive manner and parents will be notified.

Teachers generally address concerns of academic dishonesty at the classroom level, providing learning opportunities appropriate to students' stage of development. With larger projects like the PYPx, students may be required to re-do work in the event of misconduct.

### Middle Years Program

If academic dishonesty occurs in the MYP, it will be addressed as follows:

- The teacher involved will discuss the case with the MYP Dean of Students and/or Division Head.
- Teachers must provide evidence of malpractice (see definitions below).
- Parents will be informed.
- Teacher and student will implement strategies for change, including logical consequences.
- No grade will be awarded unless the assignment is redone in agreement with the teacher concerned.

Within the Middle School, we approach breaches of integrity with a tiered response based on the severity of malpractice:

- **First Offense:** The student will meet with teacher(s), advisor(s) and Dean of Students to discuss the infraction. Additionally, the student will be required to redo the assignment or assessment, parents/guardians will be notified, and the incident will be documented.
- **Subsequent Offenses:** Additional consequences may include a loss of credit for the assignment, disciplinary action, loss of privileges, academic probation and/or a contract for change. A contract for change is a structured framework

established by the school that provides guidance and accountability for students in modifying their behavior. It outlines specific goals, expectations, support strategies, and logical consequences to facilitate positive change.

- **Severe or Repeat Offenses:** In cases of serious or repeated academic dishonesty, students may face more severe consequences, including but not limited to in-school suspension and a note on their permanent academic record.

**Definitions of Malpractice, according to the IB MYP Guidelines:**

Violation	IB Definition	Examples
Plagiarism	The representation of the ideas or work of another person as the student's own.	<ul style="list-style-type: none"> <li>- Presenting as your own (with or without the author's permission) information collected, organized, or written by someone else.</li> <li>- Presenting language produced by an online translator or by AI as your own.</li> <li>- In the arts, plagiarism can include taking someone's ideas or concepts and portraying them as your own.</li> <li>- Plagiarism can be both intentional and unintentional, but both are treated the same way.</li> <li>- Some examples: Copying an article from a website and not giving credit--but not understanding you had to give credit--is still plagiarism. Always ask your teacher if you should give the original author credit if you are unsure.</li> <li>- Copying and pasting information from a website into your work, and then failing to give the website credit. Reading an article or other</li> </ul>

		text, taking ideas from it, and then claiming them as your own ideas.
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**To avoid plagiarism:** If you ever use someone else's words or ideas, give them credit. In the same sentence where you copied their ideas or words, you must mention the author or location where you found the information. Using outside sources makes a better argument and gives your work greater credibility.

Violation	IB Definition	Examples
Collusion	Supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another.	<ul style="list-style-type: none"> <li>- You let another student copy from your homework.</li> <li>- The teacher gives a lab to be completed individually and you work with other students but submit the work with only your name on it.</li> <li>- A student translates from one language to another or "tells you what to say."</li> <li>- If the teacher gives work to be completed individually, you should not work with other students or give friends your work. This is known as unacceptable collusion.</li> <li>- In an exam, test or quiz, you share your answers with other students taking the same exam, test or quiz.</li> <li>- You are allowed to take an exam, test or quiz earlier than your peers and you share the material with them.</li> </ul>

**To avoid collusion:** Always do your own work. If you are unsure, ask your teacher before you ask a classmate. During an exam or other assessment, avoid talking or looking at classmates. Raise your hand to make a request to the teacher.

Violation	IB Definition	Examples
Duplication	The presentation of the same work for different assessment components, including in different academic years.	- You completed a Design Evaluation in MYP 2 and you copied parts of it to complete your Science Presentation in MYP 3.

**To avoid Duplication:** Start a new document whenever you start a new assignment, and avoid copying anything from earlier work. Ask your teacher when you are unsure if you can borrow an idea from a previous piece of work.

Violation	IB Definition	Examples
Academic Malpractice	Behavior that gives an unfair advantage  e.g. saying you have turned in an assignment when you did not, using cheat sheets, electronic devices, fabricating information trying to earn more time or credit on an assignment, project, or exam.	<ul style="list-style-type: none"> <li>- Misrepresenting yourself on a summative task such as saying you have turned in an assignment when you did not.</li> <li>- Using restricted material during assessment task/online Assessment, such as cheat sheets, online tools, or electronic devices.</li> <li>- Leaving the room during an assessment task/online Assessment and using restricted materials prior to returning.</li> <li>- Fabricating information to try to earn more time or credit on an assignment.</li> </ul>

**To avoid academic malpractice:** Leave all electronic devices in your locker when taking an assessment. Avoid talking to or looking at classmates during an assessment. Only use resources or tools specifically indicated by the teacher.

Students are encouraged to watch [this video](#) created by MYP students on Academic Honesty, which won an IB film competition.

## How to Cite Sources Correctly (MLA)

While many different citation standards exist, La Scuola has adopted the Modern Language Association (MLA) format as our default standard. A complete explanation of this format can be found [here](#). This will be explicitly taught in different subjects across different year levels in the school, beginning in grade 5 as part of their PYP Exhibition.

In students' future academic careers, they will encounter a range of different styles of citation required by other institutions. What is most important is that it is clear to an audience which ideas belong to other sources, where they were found, and/or how they were created if AI was utilized. All students completing work involving research are expected to include a works cited list. In grades 6-8, students are also expected to indicate the source of information through signal phrases and/or mentioning the source within a writing assignment.

Here is an example of an MLA citation for a book about Boccaccio's Decameron:

Wallace, David. *Giovanni Boccaccio, Decameron*. Cambridge University Press, 1991.

## Strategies to Help Students Be Academically Honest

- Always paraphrase when taking notes, avoiding direct copying from texts.
- Utilize quotation marks to denote others' words.

- Diversify your sources during research instead of relying solely on one.
- Ensure proper citation through parenthetical citations and a works cited list, adhering to assignment-specific guidelines. This includes attributing material generated by AI tools.
- Seek guidance from teachers for citation protocols.
- Emphasize originality in your work, showcasing your ideas rather than borrowing from others.
- Refrain from sharing test information or completing others' homework, as it jeopardizes your academic integrity. Communicate the risks to friends seeking assistance.
- Contribute actively in group projects to avoid over-reliance on others' ideas.
- Reach out to your teachers when encountering difficulties.

## **Complaints/Appeals Procedure For Students Accused of Academic Misconduct**

**Initial Notification:** The student accused of plagiarism or cheating is notified by the faculty member or Dean of Students, IB Coordinator, or Division Head of the allegations. This notification includes details of the specific instances of academic dishonesty identified and the evidence supporting the accusation. Teachers are expected to present evidence of malpractice.

**Meeting with the Student:** The student is given the opportunity to meet with the faculty member or pedagogical leadership to discuss the allegations and provide their perspective. During this meeting, the student may present any evidence or explanations they have regarding the suspected plagiarism or cheating.

**Investigation:** The faculty member or academic integrity committee conducts a thorough investigation into the allegations, considering the evidence provided by both the student and any other relevant parties. This may involve further review of the assignment in question, consultation with plagiarism detection software, and interviews with relevant individuals.

**Decision and Consequences:** Based on the findings of the investigation, the faculty member or academic integrity committee makes a decision regarding the student's

responsibility for academic dishonesty. If the student is found responsible, appropriate sanctions are imposed, which may include a failing grade for the assignment, academic probation or in-school suspension, depending on the severity of the offense and institutional policies.

**Appeals Process:** The student has the right to appeal the decision if they believe it was reached unfairly or if they have new evidence to present. The appeals process typically involves submitting a written appeal to the appropriate authority, such as a dean or academic appeals board, within a specified timeframe. The appeal is reviewed, and a decision is made based on the merits of the case and adherence to institutional policies and procedures.

**Final Resolution:** Once the appeals process is complete, a final decision is reached, and the outcome is communicated to the student. If the student's appeal is successful, the sanctions may be modified or overturned. If the appeal is denied, the original decision stands, and any sanctions imposed remain in effect.

## Conclusion

The Academic Integrity Policy at La Scuola reflects our commitment to fostering a culture of integrity, respect, and responsibility within our school community. By upholding the principles of academic honesty, students demonstrate their commitment to their own learning and contribute to a positive and ethical learning environment for all.

**Adherence to this policy is mandatory for all students, families, and staff members.**

## Policy Revision Procedures

This document undergoes regular reviews involving educators, administrators, and other stakeholders. The date of the most recent review was March-May 2024, the participants included our PYP and MYP Coordinators, Pedagogical Leadership Team, and our teaching staff. The date of the next review will be February 2025 to ensure ongoing relevance and effectiveness. The policy will be submitted for board approval once a year, in the spring. However, there might be minor changes between approval times to clarify any points when needed. Additionally, parts of the Family and Student

Handbook, as well as the Personnel Handbook, that are pertinent to this policy, might be added or linked to this policy, if considered to be relevant and improve ease of reference and transparency in our processes.

## **Bibliography**

Hudson, Eric. "Slide Deck | CATDC Talking with Students about AI." 24 October 2023, drive.google.com/file/d/10Un6iLEr07ikdcZrF9JOu1mT64475GQV/view.

International Baccalaureate Organization. *Academic Integrity*. Geneva, Switzerland: International Baccalaureate Organization, 2019.

Making the PYP happen, A curriculum framework for international primary education,; International Baccalaureate Organization, 2009.

In our literature review, we aligned our policies and practices of comparable international schools, including but not limited to Yokohama International School, International School of Turin, Munich International School, and International School of Paris.

## **MLA Referencing Resources**

[MLA Style Center](#)

[MLA style guide for generative AI citation](#)

[Purdue Online Writing Lab - MLA Formatting and Style Guide](#)