

# **Academic Integrity Policy**

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# Academic Integrity Policy

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## I. Introduction

The mission of International College is to empower learners to take initiative, think critically, and serve as role models in a global society. IC strives to promote academic and personal integrity across the school, helping students become principled in acquiring and using intellectual property, whether from printed or electronic sources, and applying academic integrity to all their education. IC programs are aligned with national and international standards that require academic honesty to be embedded into the life of the school.

To uphold the values of academic integrity, IC is committed to fostering its core values of responsibility, empathy, respect and integrity which are the foundation of our academic community. From preschool through every stage of a student's learning journey, IC is committed to fostering an atmosphere where students are encouraged to take responsibility for their actions, demonstrate empathy toward others, show respect for the learning process, and uphold the highest standards of integrity in all academic endeavors.

The IC community is committed to creating a safe and supportive learning environment and upholding the values of academic integrity.

## II. Academic Integrity

Academic integrity is behaving honestly and morally in an educational setting. We believe that instilling in our children this guiding principle will create trustworthy and responsible adults who will continue to uphold the school's motto to "inspire, grow and lead." It is the foundation for ethical decision-making and behavior in producing legitimate, authentic, and honest scholarly work.

Students must present their work, showing the information and ideas gathered from clearly and correctly acknowledged sources. This includes content generated or influenced by artificial intelligence tools, which must be transparently attributed and used in a manner consistent with the principles of academic honesty. During tests and examinations, students are expected to demonstrate an understanding of the lessons without attempting in any way to acquire an unfair advantage over others.

Students may sometimes become confused during their various research projects, leading them to inadvertently use the ideas of others or rely on unsourced material, including AI-generated content.

Thus, IC faculty go to great lengths to monitor their students' research and teach them to cite their sources. School librarians also guide the correct procedures of acknowledging the intellectual property of others through age-appropriate instruction and refer them to website links that help with citations, including the ethical use of AI.

Students must accept full responsibility for the content and integrity of all their work – homework assignments, research reports, and examination papers.

### **III. Rights and Responsibilities**

Academic integrity is the responsibility of the whole IC community. All stakeholders must have a common understanding of the academic integrity expectations and act as role models exhibiting honest, ethical, and responsible behavior.

#### **Leadership Team**

- Creates and maintains an academic integrity culture.
- Ensures that all members of the community have a common understanding of the requirements set by the academic integrity policy.
- Provides teachers with effective training sessions that may include examples of previously resolved cases of academic misconduct.
- Applies and implements the consequences using school restorative strategies in case of any breaches of academic integrity.
- Maintains open communication channels with all stakeholders.
- Assigns an administrative team (Assistant to the Director for Student Affairs, Dean of Students, Head of School Climate) responsible for supporting teachers in the reporting and investigation of academic misconduct.
- Sets a positive example by demonstrating ethical behavior in their own actions and decision-making processes, both in personal and professional contexts.
- Acts promptly in case of academic misconduct or maladministration.
- Regularly reviews and updates the academic integrity policy to ensure it remains relevant and effective in addressing new challenges, including emerging forms of academic misconduct, such as the misuse of technology or AI tools.
- Actively engages (i.e. seminars, informative sessions, etc...) with parents and guardians to ensure they understand the importance of academic integrity and their role in supporting their children in this regard.

- Ensures that the academic integrity policy is inclusive and sensitive to the cultural diversity within the school community, recognizing that norms and expectations around integrity may vary across cultures.

## **Coordinators**

- Monitor all activities related to the teaching and learning process at the school along with the procedures of formal assessments.
- Provide training for all staff involved in the delivery of the different programs.
- Communicate the Academic Integrity Policy to all community members.
- Ensure that the policies are accessible on all digital platforms and in different formats.
- Work collaboratively with the school leadership team on the implementation of the Academic Integrity Policy.
- Set a positive example by demonstrating ethical behavior in their own actions and decision-making processes, both in personal and professional contexts.
- Report on cases of academic misconduct.

## **Teaching and Non-Teaching Staff**

- Ensure a clear understanding of the requirements for teaching different subjects.
- Ensure students understand the meaning and consequences of academic misconduct.
- Plan a manageable workload, so students can allocate time effectively.
- Give “one-time” feedback to ensure the authenticity of the students’ work.
- Develop a plan to avoid collusion and duplication of work among students.
- Respond on student academic misconduct and school maladministration, and collaborate with investigations.
- Report academic integrity infractions and guide students towards repair actions that ensure that they are on the right learning path.
- Set a positive example by demonstrating ethical behavior in their own actions and decision-making processes, both in personal and professional contexts.
- Guide students in proper research practices (including ethical use of AI), teaching them how to accurately cite sources, and provide resources that help uphold the standards of academic integrity (librarians/media specialist).

## **Students**

- Achieve and develop IC core values.
- Be aware of the consequences of malpractice and academic misconduct.
- Produce authentic and genuine individual and group work.
- Correctly attribute sources, acknowledging the work and ideas of others.
- Responsibly use information technology and social media.
- Observe and adhere to ethical and honest practice during examinations.
- Report student academic misconduct and school maladministration to teachers and coordinators.
- Refrain from assisting classmates in completing their assessed work.
- Exhibit a responsible behavior, distribute tasks equally during collaborative projects and recognize the collaboration of other team members.
- Recognize that academic integrity is not just about avoiding consequences, but about developing skills and values that will be important in higher education and professional life.

## **Parents and Legal Guardians**

- Comprehend school internal policies and procedures to safeguard the authentic work of their children.
- Help their children plan a manageable workload for effective time management.
- Report any potential cases of student misconduct or school maladministration to the school's Dean of Students/Assistant to the Director for Student Affairs and Directors.
- Submit original authentic reports for inclusive arrangements and adverse circumstances for their children.
- Refrain from assisting their children in the completion of their work.
- Set a positive example by demonstrating ethical behavior in their own actions and decision-making processes, both in personal and professional contexts.
- Work closely with teachers, counselors, and administrators to support their child's academic journey and address any issues related to academic integrity promptly and constructively.
- Emphasize the importance of learning, effort, and growth over simply achieving high grades, helping children understand that integrity and hard work are more valuable in the long run.

## **IV. Academic Misconduct**

### **Student Academic Malpractice and Misconduct**

Academic malpractice is defined as deliberate or negligent behavior that can result in the student gaining an unfair advantage in one or more components of an assessment.

Academic misconduct includes any act that potentially threatens the integrity of examinations and assessments that happens before, during, or after the completion of the assessment or examination, paper-based or on-screen. In all cases, disciplinary action will be taken against all parties involved.

### ***Academic misconduct includes:***

#### **Plagiarism (considered a major offense)**

- Writing about concepts, not from personal experience or common knowledge.
- Using words and ideas of another person or organisation (including artificial intelligence) or without giving that person credit.
- Copying text, images, or data from any source—such as books, websites, or other students—without citation.
- Misusing digital tools, like artificial intelligence, to produce work without personal effort, original thought or genuine understanding, and passing it off as one's own creation.
- Accidentally plagiarizing by not using a recognized source crediting system, such as the APA or MLA.

To avoid plagiarism, the student should always cite the sources when:

- Quoting a person or source (including artificial intelligence) directly.
- Paraphrasing a person or source (including artificial intelligence) .
- Summarizing or rewording someone else's ideas.

## **Collusion**

Copying the work of another (who willingly collaborated) and attempting to pass it off as their own. In this case, both parties concerned face disciplinary action.

## **Duplication of work**

Submitting the same paper for different classes – without the teachers' permission.

## **Cheating**

- Copying from another student's test and assignments.
- Allowing another student to copy a test or assignment.
- Using unauthorized ('crib notes') materials during exams.
- Looking at another student's paper during exams.
- Exchanging test answers – oral or written – during exams without the teacher's approval.
- The use of all unauthorized material, information, or study aids.
- Any other behavior that gains an unfair advantage for a student or affects the results of another student.

## **V. Monitoring Academic Dishonesty**

If a teacher suspects any form of academic misconduct, he/she should provide an immediate detailed report of the incident to the Dean of Students/Assistant to the Director for Student Affairs.

Next, the student must be informed by the teacher, emphasizing the instances where academic dishonesty has occurred and making clear that the matter is being further investigated. Even so, any suspected student must be given the possibility to discuss the matter with the teacher(s) concerned. If, after a detailed investigation, the Dean of Students/Assistant to the Director for Student Affairs and Leadership team consider that the work submitted by the student does not comply with the requirements of academic honesty, consequences will be applied as per the Student Handbook. Furthermore, the Dean of Students/Assistant to the Directors for Student Affairs will follow up with the student using restorative practices to promote responsibility and accountability and empower the students to learn from his/her mistakes.

## **VI. Consequences of Academic Misconduct**

Any project or paper should be the original work of the student. Cheating, receiving, and possessing unauthorized information and giving out the information is considered a serious offense committed by all the students involved and will be severely dealt with according to the levels of disciplinary infractions detailed in the Student Handbook. To ensure academic integrity, submitted essays are carefully reviewed by teachers and may be run through authorized plagiarism detection software to detect plagiarism.

At the lower school level, students are taught how to cite their sources and learn about the importance of academic integrity. They are expected to follow those guidelines for the rest of their academic careers.

Students throughout their academic learning journey at IC are thus expected to adhere to the academic integrity policy. When students display academic misconduct, consequences are applied according to the Student Handbook. Details regarding the different types of academic misconduct, their consequences and restorative practices applied can be found in the Student Handbook.

## **VII. IC's Commitment: Embedding the Policy into the School Structure**

Academic integrity is a school-wide commitment to create and maintain an ethical culture in its classes. IC strives to have its students fully understand and appreciate the importance of ethics in their work. We want to see our children take pride in their hard-earned and honest grades. These ethics and values will remain with them in their academic careers and future endeavors.

IC expects shared values of all students and their families, such as acting with integrity and honesty. This includes families relaying any information that may affect the school's ability to meet the learner's needs. We expect open and honest communication to remain throughout all the years at IC.

IC will continue raising awareness about academic misconduct and reinforcing the required skills to students, parents, and the IC community.

# Appendix 1

## Guidance on the Use of Artificial Intelligence tools

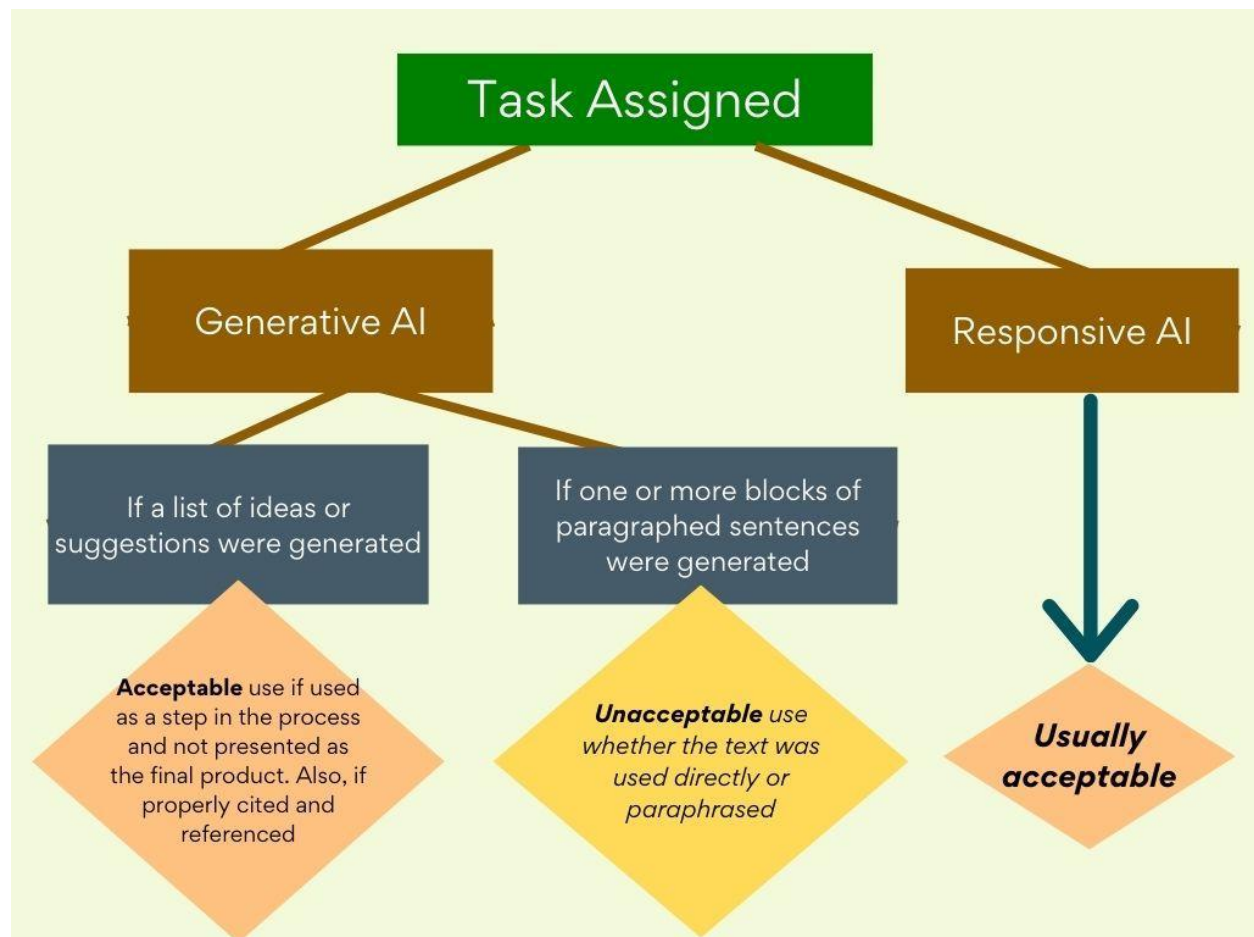
IC embraces innovation and is committed to staying at the forefront of educational advancements, including the thoughtful integration of AI. IC recognizes the potential of AI to enhance learning, foster creativity, and support our students' growth in an ever-evolving world. As a forward-thinking institution, we encourage the use of AI as a tool to explore new possibilities and push the boundaries of traditional education. However, our commitment to innovation is grounded in our core values of integrity, responsibility, empathy, and respect. We believe that AI should be used ethically and responsibly, with a clear understanding of its capabilities and limitations. Students are encouraged to use AI as a supplement to their learning, not as a substitute for their own critical thinking and effort. We stand by the importance of acknowledging all sources of information, including AI, to maintain the integrity of academic work. At the heart of our approach is a respect for the learning process and the trust that underpins our academic community. By balancing innovation with our core values, we aim to prepare our students to hold true the school's motto to "inspire, grow and lead".

### Appropriate Use of AI on Tasks and Assessments

The following definitions and flowchart are applicable to both adults and students at IC.

- An AI tool is used in a **generative** capacity when it generates an outline, a list of ideas, or one or more paragraphed blocks of text.
- An AI tool is used in a **responsive** capacity when it gives a short answer to a simple question.

The flowchart provides guidance on the appropriate and ethical use of AI. Failure to comply would constitute a breach of the school's Academic Integrity Policy.



Using any form of AI in your school work, studying, exams, projects or research without proper acknowledgment constitutes academic misconduct.

Below are examples of appropriate reference and in-citations for using artificial intelligence:

APA
<p><b>Reference:</b> OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. <a href="https://chat.openai.com/chat">https://chat.openai.com/chat</a></p> <ul style="list-style-type: none"> <li>• <b>In-text citation:</b> (OpenAI, 2023)</li> </ul>

MLA
<p><b>Works Cited:</b> “Explain antibiotics” prompt. ChatGPT, 13 Feb. version, OpenAI, 16 Feb. 2023, chat.openai.com.</p> <ul style="list-style-type: none"> <li>• <b>In-text citation:</b> ("Explain antibiotics")</li> </ul>

Refer to the below *table for more details about the responsible use of AI.*

<i>Type of Work</i>	<i>Responsible Use</i>	<i>Misconduct to Avoid</i>
Lessons / Homework	Simplify difficult concepts and strengthen comprehension, while remaining aligned with the intended learning outcomes/objectives.	<p>Rely solely on AI. AI can sometimes give incorrect information and may be limited by the most recent software update.</p> <p>If you copy and paste entire AI generated answers, it will be considered as plagiarism.</p>
Written work (essays/research papers/extended essays/coursework/portfolios)	<p>Use AI to start search to understand main concepts.</p> <p>May be useful in generating ideas/brainstorming, such as a list of topics.</p> <p>Valuable for proofreading. Ask for feedback on your own work, so you can understand and apply ways to improve your own writing.</p> <p>Assist with referencing</p>	<p>Beware of plagiarism. Submitting AI-generated content is unacceptable. Plagiarism checkers are continually improving to detect AI-generated work.</p> <p>If you cannot locate the original source of information, you may cite AI as the source (format: personal communication). However, keep in mind that AI is not a peer-reviewed scientific source, and the majority of your information should come from credible, peer-reviewed sources.</p>

	<p>format.</p> <p>Check facts against reliable resources and include a citation to the source.</p> <p>Acknowledge AI as your assistant, but make sure that what you submit is genuinely your own work.</p>	<p>Do not use AI to rewrite your work and then present it as your own. Examples include:</p> <ul style="list-style-type: none"> <li>– Providing a list of facts and asking AI to rewrite it in paragraph form</li> <li>– Asking AI to correct poor grammar or English</li> <li>– Asking AI to rewrite content to fit within a word count</li> </ul>
Challenges / Interdisciplinary projects	<p>Ask for assistance in brainstorming or generating ideas.</p> <p>Seek guidance or feedback to ensure you have thoroughly explored all aspects of data interpretation.</p> <p>Explore templates on how to present work based on criteria shared by teacher.</p>	<p>Apply critical thinking skills. Avoid accepting AI-generated answers without verification.</p> <p>Never copy and paste questions and answers.</p>
Tests/Exams	<p>Explore self-assessment by using AI to generate practice questions.</p>	<p>Avoid allowing AI to generate answers on your behalf as this would be considered academic misconduct.</p>