Academic Integrity

Taipei American School fosters a vibrant community where students, faculty, staff, and administrators are deeply committed to upholding scholarly integrity and intellectual honesty. Central to the student experience at Taipei American School is the expectation that every student will embody the school's core values in their decision-making processes. In their academic pursuits, students are expected to exemplify respect, honesty, responsibility, kindness, and courage. These values are not just aspirational; they are essential principles that guide students in engaging authentically and ethically in academic discourse. Learning with integrity is not merely encouraged; it is considered a fundamental aspect of the educational journey at Taipei American School.

How is Academic Integrity Taught at TAS?

At Taipei American School, academic integrity is emphasized across all subject-specific courses. Students are consistently provided with information, guidelines, and standards to ensure that all submitted work is authentically their own. Throughout their coursework, students are introduced to various citation styles and receive regular lessons and reminders on how to properly attribute others' work and ideas within their assignments.

In instances where group work and collaboration are part of an assignment, students receive instructions detailing the permissible level of collaboration for that task. Additionally, classroom and exam environments are designed to offer students a safe and comfortable space to complete assessments, adhering strictly to the guidelines set forth by their instructors. This structured approach ensures that students understand and practice academic integrity in all aspects of their educational experience.

Our Approach to Managing Academic Misconduct

Our approach to academic integrity at Taipei American School is both educational and restorative. Violations of academic integrity are taken very seriously, and there are consequences for these violations. However, we aim to utilize these learning opportunities to help our students better align with our school values of kindness, respect, responsibility, honesty, and courage.

By fostering an environment that emphasizes learning from mistakes and understanding the importance of academic honesty, we strive to support students in building the necessary skills to maintain integrity in all their academic and professional endeavors. This balanced approach ensures that students are held accountable while also being given the opportunity to grow and improve.

For all assigned work, students are responsible for:

- Completing all assignments and assessments within the directions laid out by the instructor
- Adhering to the rules of the test environment
- Assuming that work needs to be completed individually unless the teacher states otherwise.
- Properly citing any resources that they consult in the process of completing an assignment.
- Ensuring that any use of AI is within the directions and guidelines set out by their instructor
- Contacting the teacher when uncertain about how to maintain academic integrity with an assignment.
- Not borrowing, lending or sharing (including electronically) the content of any assignment or assessment with any other student.
- Not re-submitting the same work for a different assignment in the same or another course.

Teachers are responsible for:

- Providing clear instructions about how to complete work for the course with integrity, including lessons on proper citation methods, clear expectations for the classroom assessment environment, and resources for students to successfully complete assignments in alignment with academic integrity standards.
- Providing a clear and conducive testing environment for all students.
- Clearly explaining to students when collaboration is or is not allowed.

What are examples of Academic Misconduct?

Academic misconduct may include, but is not limited to:

- **Cheating:**
    - Accessing test materials before they are administered, sharing test content with others, or attempting to obtain unauthorized assistance during assessments.
    - Talking about an assignment or assessment with others who have not yet completed that assignment or assessment.
    - Having any unauthorized materials or devices during an assessment.
    - Engaging in any act that seeks or gives an unfair advantage on any assignment or assessment.
    - Allowing someone else to copy an original work and then submit it as their own work.
    - Providing access to an assignment or assessment when sharing and collaborating are not allowed.

- **Plagiarism:**

- Using sentences, phrases, ideas, etc from other sources without proper citations.
- Paraphrasing or summarizing someone else's ideas or work and turning them in as if they are your own ideas and work.
- Not using quotation marks around sentences or phrases from other sources.
- Submitting the same assignment for two or more classes without the instructors' permission.

- **Unauthorized Collaboration:**
  - Working collaboratively on a given assignment, project, or assessment without permission and/or instructions to do so.
  - Presenting your work as your own when you have collaborated on the work and have not acknowledged this in your submission.

Academic Integrity and Artificial Intelligence

With the rapid advancements in AI, it is crucial for students to understand the origins of information, accurately cite sources, and communicate with instructors if they have any questions about using AI.

Guidelines for AI Usage:

- **Instructor Guidance**: Instructors will provide specific guidelines on how and when AI tools may or may not be used for assignments.
- **Violation of Integrity**: Using AI tools to generate work and submitting it as one's own when not allowed violates academic integrity standards.

Nuances in Different Subjects:

- Each academic subject may have different nuances regarding academic misconduct.
- When in doubt, students must proactively ask their instructor for clarification.

By adhering to these guidelines, students can ensure they maintain high standards of academic integrity in their use of AI tools.

Academic Integrity Policies for Externally Assessed Courses

Teachers of Externally Assessed Courses must also follow the guidelines set forth by IB Program and/or The College Board (AP courses). When a teacher or proctor identifies a concern, that individual must go through the steps listed below (per TAS policy), and include the AP/IB Coordinator in the initial steps of notification and consultation.

Students in externally assessed courses must read these guidelines carefully and reach out to their course instructor, AP/IB coordinator, or an associate principal with any questions.

- AP Exam Policies and Guidelines
- AP Capstone Diploma Policies
- IB Academic Integrity Policy

Academic Integrity Policies for College Admissions

TAS's commitment to academic integrity extends to the college admissions process. We expect students to submit original, authentic, and honest applications, embodying our school's core values in their applications and upholding the standards of integrity expected by colleges and universities.

Students applying to college sign affirmations verifying the authenticity of their submissions. From the Common Application, these affirmation statements "are intended to make sure the applicant certifies the authenticity of the application, agrees to provide updated information to the college, and will commit only to one college once accepted."

These affirmations are legally binding and emphasize the importance of personal responsibility in upholding these commitments throughout the application process.

Guidelines on External Tools and Assistance

College Admissions Offices advise against the use of generative AI tools and other technologies in creating application materials, consistently noting that the most compelling personal statements reflect the student's authentic voice. At TAS, we support this standard through College Counseling, which provides structured opportunities for self-reflection and exercises to craft genuine, compelling personal statements.

TAS's Support for Authentic Applications

The TAS College Counseling Office provides frequent opportunities for students to refine their personal statements through guided exercises, one-on-one conversations, and constructive feedback. There are multiple and frequent conversations, reviews, and suggested edits to strengthen these statements with students. Our goal is to support students in crafting applications that authentically represent their experiences and aspirations. Colleges and Universities worldwide expect applicants to adhere to the same standards of academic honesty and integrity as their current students, and TAS supports all aspects of this through our own Academic Integrity policies.

The Process for an Identified Concern

If a teacher identifies an academic integrity concern...

- The teacher talks with the student to discuss the concern. The teacher will then share this concern with their department chair and grade-level Associate Principal for follow up.
- The Associate Principal meets with the student to review the teacher's concern and hear from the student what occurred in the reported case.
- If evidence indicates that academic dishonesty has occurred, the Associate Principal works with the teacher to discuss next steps, and then meets again with the student to discuss.
- The Associate Principal works with the student to provide additional conversation and education around academic integrity. The aim of this is to help students to learn through their actions or inactions and to continue to grow as scholars and as people.
- A consequence is determined by the US Principals. While taking into account the relevant information to the case, consequences can include:
    - Partial or full loss of credit on an assignment or assessment
    - A requirement that the student resubmit a partial or entire assignment or assessment
    - Contact with parent/guardian either by phone, email, or in person meeting

In cases of an egregious violation and/or if the student has had a previous academic integrity violation, in addition to the steps above, a meeting is held that includes the upper school principal, the student, and the student's parents/guardians. Consequences are typically more significant and may include:

- Placement on academic probation
- Loss of credit on the assignment or assessment
- Removal from a course
- Suspension, expulsion, and/or other significant disciplinary consequences.