

IB Academic Integrity Policy

Last updated July, 2025

Policy Overview as stated in the Student Handbook:

Students are expected to exhibit honesty in school endeavors, including academic assignments. Students may be found to have violated this responsibility if they plagiarize or cheat. Plagiarism is defined as “the act of taking ideas or writings from another and passing them off as one’s own.” This includes ideas and writings found on the Internet. It also defines cheating as “deceiving, taking, giving, or accepting any illicit advantage for any course work inside or outside of the classroom.” A student caught in the act of plagiarism or cheating may receive a grade of “F” for the assignment in which the offense occurred. Further violations may involve parent contact, referral to a dean or counselor, and/or being dropped from the class.
(Student Handbook, Discipline Guidelines – Offense 26, page 31)

When completing school work, students must also adhere to the subject guidelines, rules and regulations, always acknowledging the sources of information that were used and the help they have received from third parties during the process.

Academic Dishonesty and Malpractice Definitions and Examples

Note: this is adapted from Academic Integrity Policy, last updated 2023, IB Publication

Academic dishonesty can take several forms. These may include but are not limited to the following:

- ✓ **Plagiarism** – is the act of using another person’s ideas, writings, or inventions and passing them off as one’s own. Examples of plagiarism include but are not limited to:
 - Copying a portion, however small, word for word from **any** source (for example: a book, a magazine, a T.V. script, another student’s work, the internet, i.e. “cutting and pasting” from a website)
 - Copying from another source, but changing a few words, phrases, sentences, or paragraphs so that they are “your own”
 - Paraphrasing another piece of work without proper referencing
 - Representing another person’s work as one’s own
 - Using another person’s collection of data or a translation and calling it “your own”

Focusing on processes for managing academic integrity incidents, IB students must support their school, programme coordinators and teachers and are expected to:

- have a full understanding of their school’s and the IB’s policies
- respond to acts of student academic misconduct and report them to their teachers and/or programme coordinators
- respond to acts of school maladministration and report them to their teachers and/or programme coordinators
- complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities

- give credit to used sources in all work submitted to the IB for assessment in written and oral materials and/or artistic products
- abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services for (including, but not limited to Chat GPT), pre-written essay banks or file sharing websites
- abstain from giving undue assistance to peers in the completion of their work
- Students should not present AI generated work as their own.

IB AI Policy: (adapted from IB Academic Integrity Policy, 2023, Appendix 6.)

The IB will not ban the use of AI software. AI may provide a starting text, but the student will need to understand how and why to refine the text to improve its impact. It is better to ensure that students can speak about their work with their teachers rather than accusing them of misconduct based on increasing small differences in the predictability of their word choices. However, students need to be aware that the IB does not regard any work produced—even only in part— by such tools to be their own. Therefore, as with any quote or material from another source, it must be clear that any AI-generated text, image or graph included in a piece of work has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography. If this is not done, the student would be misrepresenting content—as it was not originally written by them— which is a form of academic misconduct. Some recommendations are as follows.

- Before writing a piece of work, students should find research material—it is entirely reasonable to use a search engine to do this. This research will give them ideas and help shape their arguments.
- Students benefit from having an example of a good essay to look at when drafting their own work. There is nothing wrong with this, although the student must be clear that they are only using it to understand what good essay structures and coherent supported arguments look like, not to copy sections of it.
- Students should be encouraged to ask the software research questions rather than the essay title, and then explore the sources it provides—ensuring they also explore the inherent bias of the results. Therefore, during the writing or creative process of any piece of work, the IB expects teachers to use the same processes they would use whenever they suspect that the work submitted is not the student's own and is not identifiable by plagiarism detection software—for example, work written by a third party or paid service

With easy access to information that the internet provides to all, the work that students submit for marks is subject to close scrutiny at all times. Students should expect to be asked and prepared to answer questions about their work, particularly when a piece of work submitted is, in any way, inconsistent with the student's previous submissions.

✓ **Copying** – taking the work of another student, with or without his or her knowledge and submitting it as one's own

✓ **Exam Cheating** – communicating with another student in an exam, bringing unauthorized materials into an exam room, or consulting such material during an exam in order to gain an unfair advantage

✓ **Duplication** – submitting work that is substantially the same for assessment in different courses (including EE)

✓ **Falsifying Data** – creating or altering data which have not been collected in an appropriate way

✓ **Collusion** – helping another student to be academically dishonest

Real life examples of what it means to be academically dishonest include:

- copying homework or allowing someone to copy your homework
- looking at another's test or quiz or letting another student look at your test or quiz
- reporting to another student what is on a test or quiz, including providing questions and specific answers
- using any secretive methods of giving answers on a test or a quiz
- bringing in cheat notes into a test or quiz situation
- taking information from another source that is not properly referenced
- working with others on an assignment that was meant to be done individually
- taking someone else's assignment or portion of an assignment and submitting it as your own
- using summaries or cliff notes instead of reading assigned material
- copying answers from the back of the textbook
- having another individual, such as a tutor or family member, edit or revise drafts of your work where not permitted to do so
- emailing papers or files amongst students
- using computer translators for work in a second language without citation

Procedures for Investigating Suspected Cases of Academic Dishonesty

If a student is suspected of academic dishonesty, the teacher will notify the IB Coordinator. A meeting will be held at which time both the student and teacher will present their case. Parents will be notified that this meeting will take place. Students are expected to bring all rough work (if appropriate) to this meeting.

If it has been decided that the incident was not a case of academic dishonesty, no record will be kept.

If academic dishonesty is proven, the following steps will take place:

1. Parents and administration will be notified.
2. If a work has been found to be plagiarized, a mark of zero will be given for that assignment, test or examination, as per our school policy.
3. If collusion has been proven, both students will face the same penalty.
4. If the work in question is to be externally moderated by IB, it will not be accepted.
 - a. If time allows, the student will be given one opportunity to submit a new piece of work in its place.
 - b. If there is not enough time to resubmit, the student's work will not be submitted, and therefore will receive a non-mark for that subject, thus nullifying their IB Diploma.

5. If a pattern of academic dishonesty develops, the student in question may be removed from the IB program.

**Thornton Township High School District 205
International Baccalaureate Diploma Programme
Academic Honesty Declaration**

I confirm that I have read, understood, and agree to abide by the Academic Honesty Policy for Thornton Township High School District 205 International Baccalaureate Programme. By signing here I verify that all work submitted will be “authentic” and my own. As the parent/guardian, I verify that I will help ensure my student adheres to Academic Honesty Policy.

Student Name: _____
(please print)

Student Signature: _____

Student ID Number: _____

Date: _____

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____

Date: _____

Received by Coordinator (initial): _____

Date: _____