



SECONDARY ACADEMIC INTEGRITY POLICY

Anglican International School Jerusalem

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1. Philosophy

In our current information age, issues surrounding intellectual property and academic misconduct have become increasingly complex. At AISJ, we believe that diligence in upholding academic integrity, coupled with meaningful support for students in developing responsible academic practices, is a critical aspect of our job as educators.

One of the expressed goals of the International Baccalaureate (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.

Homeroom teachers review the Academic Integrity Policy with their students at the start of each school year. In addition, our policy is available to all parents and students both in student handbooks and on our school website.

2. 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 words or ideas of others is appropriate and acceptable, provided it is properly acknowledged.

The IB 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. Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happen before, during or after the completion of the assessment or examination, paper-based or on-screen. This includes behaviour in school, out of school and online." (International Baccalaureate, 2025).

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** as per the [AISJ Artificial Intelligence Policy](#)

- **Pressuring of teachers by parents and students** regarding grades is now classified by the IB as academic misconduct and will be treated as such

This list is not exhaustive and we recommend that parents and guardians who have any questions may contact the relevant programme coordinator and/or subject teacher.

3. Responsibilities

3.1 School's Responsibility

- Teachers inform students regularly about the necessity for academic integrity
- Teachers provide guidance about the proper procedure to cite sources, as outlined in the appropriate AISJ secondary school referencing guide ([MY1-3](#) or [MY4-DY2](#)). The school referencing guides have been carefully designed to support the progressive development of students' citation and referencing skills. Beginning in MY1, students are introduced to clear expectations and gradually assume increasing responsibility for citing sources accurately and consistently.
- Teachers model academic integrity expectations by appropriately acknowledging the work of others in their teaching materials.

3.2 Student's Responsibility

- Students complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities.
- Students properly credit all sources used in work submitted for assessment, including written assignments, oral presentations, and artistic products.
- Students abstain from giving or 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, pre-written essay banks or file sharing websites or Generative AI.
- Students ensure that all work submitted is their own work and that all ideas and thoughts are correctly acknowledged.
- It is recommended, and in some cases required, that assignments be completed using Google Docs, as this platform provides access to draft history.

3.3 Parent's Responsibility

- Parents/Guardians are expected to carefully review the principles and guidelines outlined in the AISJ Academic Integrity Policy.
- Parents/Guardians support and promote ethical academic practices at home, report any instances of misconduct to the school, and foster a culture built on honesty and mutual trust.
- If a student receives additional help or guidance outside of school (for example, from

private tutors, friends, or family members), parents/guardians must ensure that this support does not result in academic misconduct.

4. Academic Misconduct Procedures

Academic malpractice is taken seriously at AISJ, and procedures and consequences are in place to ensure fairness and academic integrity. ManageBac, the school's learning management system, is integrated with the online utility Turnitin, an online plagiarism-detection and academic integrity tool. This serves as the initial monitor that produces similarity reports for all assessments submitted, which subject teachers consult to check for plagiarism and AI content, and to ensure authenticity. If the initial report from Turnitin is not definitive, and concerns about authenticity and AI usage remain, the teacher then consults with the Dean of Students and the appropriate programme coordinator, who will help review the assignment in comparison to the student's overall body of work.

Procedures and consequences for academic misconduct differ somewhat between the Middle Years Programme (MYP) and the Diploma Programme (DP) and are applied as outlined below.

4.1 Academic Misconduct Procedure in the MYP

In cases where a student is found to have committed academic misconduct within the MYP, the following procedure will apply:

- For a first infringement, parents are informed in writing through the Dean of Students and the MYP Coordinator, and the student is given a warning and the opportunity to rewrite the assignment.
- For a second infringement, parents are informed in writing, through the Dean of Students and the MYP Coordinator, and the student is given a zero for the assignment.
- For a third infringement, a parent conference takes place with the MYP Coordinator and the Head of Secondary and the student is given a zero for the assignment. Further disciplinary measures may be taken as per the recommendation from the Dean of Students.
- In the spirit of teaching and learning, the consequences for infringements of this policy apply separately to each year of MYP.

4.2 Academic Misconduct Procedure in the DP

In cases where a student is found to have committed academic misconduct within the DP, the following procedure will apply:

- For a first infringement, parents are informed in writing, through the Dean of Students and the DP Coordinator, and the student receives a zero for the assignment.
- For a second infringement, parent conference takes place with the DP Coordinator and the Head of Secondary and the student receives a zero for the assignment.
- For a third infringement, the student is removed from the DP program.
- **The consequences for infringements of this policy carry through the two DY years at AISJ.***

4.3 Academic Misconduct on work for Submission to IB

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. In addition, in the MYP, students sign an academic honesty form when they submit their Personal Projects. Students in the DP 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 DP assessment submission will result in automatic removal from the DP.**

Cheating or any other academic misconduct on an IB examination, will not only result in disqualification from that particular exam, but may also result in an automatic disqualification from the DP. It is also important to note that universities sometimes ask the school about a student's academic integrity record before allocating them a place.

The school may not advocate for students who have any record of academic misconduct at AISJ.

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