



# ACADEMIC INTEGRITY POLICY

Early Years to Year 13

No.	Amendments	Issue date	Issued by
1.	Created, approval from the Board	Aug 2022	HoS, BoD
2.	Revised, updated and rebranded	Sept 2023	SLT, PLT
3.	<i>Next review</i> <i>Subject to review every 2 years, or as needs dictate</i>	<i>June 2024</i>	

## OUR MISSION

As a student-centered, family-focused community, we will guide learners on their journeys towards fulfilling their individual potential, embracing their own independence and internationalism in a safe, supportive and challenging environment.

As a school we have a collective commitment to the Round Square IDEALS – Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service.

## OUR VISION

Be Happy | Belong | Be Excellent

## DEFINITION OF TEACHING AND LEARNING:

Excellent teaching and learning takes place in a safe, supportive and challenging environment. Teachers guide learners to fulfill their individual potential, encouraging them to embrace their own independence. Excellent teaching and learning at Renaissance International School:

- Gives opportunities for students to be creative, take risks and reflect;
- Encourages students to be caring and open minded;
- Creates confident communicators and collaborators;
- Balances knowledge with inquiry skills;
- Fosters critical and principled thinking;
- Inspires students to challenge themselves.

## DEFINITION OF INTERNATIONAL MINDEDNESS

We believe that international mindedness is: diversity and commonality; the local and the global; coexisting with disagreement; strength with compassion and a willingness to grow.

We see it as our shared responsibility to be:

- Sustainable innovators;
- Local and global collaborators;
- Tenacious and compassionate problem solvers;
- Multilingual communicators who desire to learn from each other.

## IB MISSION STATEMENT

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Renaissance International School is passionate about delivering the IB's Mission through its ten learner profiles, its approaches to teaching and its approaches to how students learn.

The Ten Learner Profiles are as follows:



Everything taught at Renaissance International School involves, and is delivered through, the ten learner profiles with the defined intention of helping our students become truly global citizens and a proud Renaissance International School IB student in the process. These ten attributes help build character and resilience.

### **PREAMBLE**

Academic and personal integrity is an extremely important and fundamental part of education in preparation for future endeavours in schools, universities and workplaces, and as a way of life.

At Renaissance International School, we recognise that the opportunity to learn is limited when work is copied or when someone else does the work and that academic honesty and academic integrity must be demonstrated at all times.

## STUDENT RESPONSIBILITIES

All students at Renaissance International must:

- understand the principles of knowledge building, and give credit to sources of information or ideas.
- recognise that good ideas are for sharing, but **not** during individual assessments or exams.
- only hand in work that is their own.

Furthermore, students at Renaissance International School must understand that:

- it is acceptable to use ideas, facts, theories, opinions, statistics, graphics, images and a/v material from someone else as long as you give the author/creator credit.
- when doing research, it is important to keep good records of where the information they will use is located.
- they must tell the truth.
- they must respect others and not interfere with others' learning.
- they must encourage peers to respect the academic honesty policy and never allow others to copy homework, copy on a test, cheat or lie.
- it is OK to accept help from family members, tutors or friends but must never allow others to do the work for them.
- there are consequences for academic misconduct.
- there are sanctions imposed by the Cambridge International Examinations (CIE) and the International Baccalaureate Organization (IBO).
- the consequences for academic misconduct can be very serious and affect future academic or work opportunities.

*It is recommended that students keep all rough notes and drafts that they produce in order to be able to refute any possible charges of academic misconduct.*

### What help can students expect from teachers?

Teachers at Renaissance International School will:

- help students understand that academic integrity is in their best interests.
- teach how to locate and use information and a/v material from print and the internet ethically and responsibly by referencing and citing sources in an age-appropriate manner.
- ask to see working drafts of student work to confirm it is their own and provide guidance early in the inquiry process if problems arise.
- provide access to plagiarism software for secondary students to submit assignments
- respond appropriately to suspected incidents or reports of academic misconduct.
- ensure that students understand the school academic honesty policy and procedures in cases of suspected academic misconduct.
- model exemplary behaviour and high standards of Academic Integrity at all times.

### What help can students expect from the school?

The school will:

- maintain a school climate that allows for the values of integrity, honesty, fairness and justice to thrive.
- implement and monitor strict procedures during exam times to prevent academic misconduct.
- provide time and opportunity for teachers to collaborate and work with the teacher-librarian to teach referencing and citation skills to students.
- promote parental awareness of the school's academic honesty policy.
- provide Turnitin online originality checking software for staff and student use.

### What is the role of parents, family and tutors?

It is helpful for parents, family and tutors to:

- support and guide students with home learning
- help students ensure that the home learning and completed work, is owned, and completed, by the student, not an adult/helper.
- take joint responsibility for the authenticity of any school assignment on which they work together
- understand that the tutor's role is only to comment on the student's ideas and written work. Any assignment which is judged to be more the work of the tutor than of the student is unacceptable.

### What measures will be taken to provide education and support?

The teacher-librarian will provide guidance, instruction and on-going support for referencing and citations in an age-appropriate manner. He/she will also provide instruction on locating good sources of information, using images and a/v materials ethically, advise on copyright and use of "creative commons" licensed materials.

### What are examples of age-appropriate referencing when using information or ideas of others in schoolwork?

These guidelines apply to schoolwork presented in print, in electronic presentations such as PowerPoint presentations, videos or through any other means.

Referencing should be done with increasing detail from Years 1-13:

**Year 1-2** (e.g. Bibliography page at the end of an inquiry project including)

- Names of people who helped
- Titles of Books and/or Websites

**Year 3-4** (e.g. Bibliography page to include)

- Names of people who helped
- Author, Title of books and/or websites

**Year 5-6** (e.g. Correct use of quotations to show direct quotes in written reports)

- Bibliography page for all research and presentations to include:
- Names of people who provided ideas/information
- Author(s), Title of book/website/image, Publisher and Date of publication

**Year 7-9** (e.g. Correct use of quotations and citations to show direct quotes in written reports)

- For all assignments including work submitted or shown through electronic means, a bibliography is prepared according to Modern Language Association (MLA8) standard and includes:
- Names of people who provided ideas/information
- Author(s), Title of book/website/image, Publisher, Place of Publication, Date of Publication, URLs

**Years 10-13**

- Accurate use of quotations to show direct quotes. MLA8 labelling of images, tables, graphs and appendices
- in-text citations show where information and ideas from others has been included
- Full Works Cited page AND in-text citations are according to Modern Language Association (MLA8) standard (or another standard agreed upon by student and teacher/supervisor)

### What are examples of Academic Integrity in practice?

**Year 1-2**

- When students are being assessed for individual understanding, they sit apart and cover their answers so others cannot see.

- Students produce a bibliography page listing titles of books and websites for all inquiry projects.

#### Year 3-4

- When working in small groups to complete a project, each member contributes to the learning and final product.
- They include a bibliography page listing all those who helped them, along with authors and titles of books or websites where information was found.

#### Year 5-6

- A student cannot understand a question on a test, but instead of copying from his/her neighbour, leaves it blank. That way the teacher knows that he/she needs extra help and review instead of more challenging work.
- Students include a bibliography section at the end of an assignment listing all the books and websites they used to complete a project on inventions.

#### Years 7-9

- A student cannot understand maths home learning, so asks his brother or sister to complete it for him/her. Instead of doing it for him/her, the sibling sits down and shows how to solve the maths problems. The next day the student tells the teacher he/she got help with home learning.
- Students use "Easybib.com" to prepare a formatted list of references according to the MLA8 standard and copy it to the "Credits" page in video editing software when producing a video on their history project.

#### Years 10-13

- Students adhere strictly to the directions provided by examiners during all examinations.
- Students provide in-text citations and a full list of references when preparing presentations, videos and essays.

### FREQUENTLY ASKED QUESTIONS:

#### Can I use referencing tools to prepare my list of references/Works Cited pages?

There are several online tools that will help format the list of references/Works Cited pages such as:

- [bibme.org](http://bibme.org)
- [easybib.com](http://easybib.com)
- [citationmachine.net](http://citationmachine.net)

The reference tools in Microsoft Word are also handy to keep track of sources of information, insert citations, and prepare the final Works Cited list.

#### What constitutes academic misconduct?

*The following is adapted from the "A8.1 Academic Honesty", Handbook of procedures for the Diploma Programme, 2014 & "Academic Integrity" IBO 2019*

**Lack of referencing:** Referencing other's ideas or a/v material is expected in all work submitted for assessment including audio-visual presentations, text, graphs, images and work produced in print or electronically.

Failure to do so is known as plagiarism.

Renaissance International School advises students to acknowledge the sources of all information in the style as outlined by Modern Language Association (MLA8).

- **All Year 1-9** students are expected to provide a list of references formatted in an age appropriate manner and with increasing detail as they graduate through the years.
- **All Year 10-13** students are expected to provide both a list of fully formatted references as well as citations clearly indicating where the references are used in all their work.

**Too much assistance:** Students must be cautious when receiving help from family, tutors or homework help/services that they do not receive so much assistance that the work submitted is no longer their own.

**Collusion:** Collusion is helping another student to be academically dishonest. Examples include communicating with another candidate in a text or exam, allowing others to copy homework, doing the work for another, or doing a disproportionate amount of work in group projects. Another example is a parent fabricating an excuse for their child.

**Other Forms** - Other behaviours that constitute academic misconduct include for example: handing in the same assignment for more than one assessment, fabricating data, taking unauthorised material into an examination room, creating a distraction during an exam, impersonating another for the purpose of taking an exam or stealing examination papers or any other behaviour that gives an unfair advantage.

### What are some examples of Academic Misconduct?

- plagiarism (not providing a reference or citation for ideas, images, information or audio visual materials);
- copying answers during an individual assessment or exam;
- allowing others to copy your answers during an individual assessment or exam or otherwise helping another student(s) commit academic misconduct;
- asking a teacher to change your grade without offering to do more work;
- allowing a tutor, family member or anyone else to do the work for you;
- writing answers on the table or your hand;
- using tools you are not supposed to (e.g. calculator);
- copying and pasting from the internet without thinking about the information or rephrasing the information.

### What are the procedures for dealing with Academic Misconduct?

The most immediate consequence of academic misconduct is that the student's ability to learn and grow academically is compromised. All efforts are made to ensure that the student understands why academic integrity is important and learns the attitudes, skills and behaviours to do their own work and reference their sources of information.

Incidences of non-intentional academic misconduct will be dealt with restoratively in one or more of the following ways:

- the teacher and student will discuss why it is important to do their own work
- the student will re-do and resubmit the work
- the teacher or teacher-librarian will provide individual instruction on why and how to reference sources of information

Minor incidences of academic misconduct can be resolved between the student and their teacher and/or form tutor and Key stage leader. If a member of staff suspects that a student has made a serious breach of the school Academic honesty policy, they will inform a member of the Senior Leadership Team who will determine whether to conduct a confidential investigation.

Teachers may be asked to collaborate with each other to assess whether there is suspected academic misconduct. If so, the student will be informed and given the chance to reply to the accusation with the right to request a parent, peer or teacher present during this meeting.

### Early Years - Year 13

Sanctions will be imposed in an age-appropriate manner, will depend upon the seriousness of the violation, and whether it is a repeated violation.

There are very serious consequences imposed by Cambridge Assessment International Examination (CAIE) and the IBO. Students who are found to have submitted plagiarized or dishonestly produced academic work assessed by these bodies will fail to receive a grade in the subject concerned and may be disqualified from all subject examinations. Failure to reference and cite sources of ideas, images, graphs or other information in the IB Extended Essay or ToK Essay will result in a failing grade, and the student in question will not receive their IB Diploma.

## Engagement

### Secondary Students

For MYP students, students will be given access to this policy at the beginning of year 7. The students must confirm that they have read and understood this policy on an online form. The policy will remain accessible in their year group team.

FOR IGCSE & IBDP students, this policy will be printed in their student handbook. This handbook will also be available electronically in their year group Team. Students will be required to confirm that they have read and understood this policy on an online form at the start of Years 10 and 12.

---

### Sources of Information:

*"Academic Honesty": International Baccalaureate Organization, 2019*

*"A8.1 Academic Honesty": Handbook of Procedures. International Baccalaureate Organization, 2014. Web. 22 Nov. 2014.*

*"Academic Honesty": Parent Handbook 16.2 (2013): Straits International School: Penang, Malaysia. 2013. Web. International Baccalaureate Organization. OCC\_academic honesty in the IB educational context. International Baccalaureate Organization: UK, August 2014.*