Academic Integrity Policy

Henry J. Kaiser High School IB Diploma Programme & Career-related Programme

School Mission

We aim to provide a holistic education that enables students to strive for excellence, communicate effectively, and be caring and open-minded members of our local and global communities.

Philosophy

The IB defines academic integrity as "a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work" (IBO, *Academic Integrity Policy*, 2019). Kaiser High School is a community of faculty, students, and staff engaged in the exchange of ideas contributing to intellectual growth and development. Essential to the mission of the academic community is a shared commitment to scholarly values, intellectual integrity, and respect for the ideas and work of others. At Kaiser High School we share an assumption of academic integrity at all levels. Violations of academic integrity are a serious matter because they threaten the atmosphere of trust, fairness, and respect essential to learning and the dissemination of knowledge.

Academic Misconduct

The IB defines student 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. Behavior 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 (IBO, *Academic Integrity Policy*, 2019).

Types of Academic Misconduct

Violation	Definition	Examples of violations	Examples of good practice
Plagiarism	The representation of the ideas or work of another person as the student's own without proper acknowledgement	Copying text without any attempt to acknowledge the source(s). This includes orals, graphs, illustrations, and data. Copying a work of art without acknowledgement. Translating text into another language without acknowledgement.	Always give credit to the ideas of others in your sources by citing them within the text and in the works cited. Never copy and paste without putting quotation marks around that information and citing your source. You can also paraphrase, but if the ideas aren't your own, you still need to cite your source. If a task requires creativity, cite your inspiration. Utilize resources such as Turnitin, your teacher, or the librarian when you are unsure if you need to cite a source.

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Violation	Definition	Examples of violations	Examples of good practice
Collusion	Supporting misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another	You let another student copy from your homework. The teacher gives a lab to be completed individually and you work with other students but submit the work with only your name on it. If the teacher gives work to be completed individually, you should not work with other students or give friends your work. In an exam, test or quiz, you share your answers with other students taking the same exam, test or quiz. You are allowed to take an exam, test or quiz earlier than your peers and you share the material with them.	Your work should not be shared with others, whether it is homework, test, quiz, etc. Each student should submit their own work in order that they receive feedback to improve themselves. In the case of collaborative work, each member of the team should have a specific role, and all final submissions should include the names of all who contributed. If you submit work early and receive feedback before your classmates, you should not discuss or share with them until they have also submitted.
Violation	Definition	Examples of violations	Examples of good practice
Duplication of Work	The presentation of the same work for different assessment components and/or IB requirements	A student submits the same or a very similar piece of work for history internal assessment and for an extended essay in history. A student conducts an experiment in grade 11 for the extended essay and uses the same data for an internal assessment in grade 12.	The EE and IAs are different tasks, and as such, the process should start from the beginning with brainstorming ideas for your inquiry-based project.
Violation	Definition	Examples of violations	Examples of good practice
Unfair Behavior	Any other behavior that gains an unfair advantage for a student or that affects the results of another student such as, but not limited to, falsifying reports or data, sharing or receiving information about the questions on a quiz or test, and using unauthorized materials or devices during an exam	Misrepresenting yourself on a task such as saying you have turned in an assignment when you did not Using restricted material during an exam, such as cheat sheets, graphing calculators, or other electronic devices Leaving the exam room or classroom and using restricted materials Fabricating information to try to earn more time or credit on an assignment, project, or exam	Be honest about what you have and have not done. Work with your teacher and/or coordinator if you need support in planning out a task. Bring only materials that are permitted into an exam. Do not access unauthorized materials when you leave an exam room if you intend to go back in and continue your work.

Artificial Intelligence in Assessment

Latest developments in artificial intelligence (AI) software, such as ChatGPT, that can write sophisticated essay responses have generated a great deal of interest and discussion. The IB does not ban the use of AI software because it is an ineffective way to deal with innovation. We, therefore, need to adapt our assessment practices so students can use these new AI tools ethically and effectively. Students should 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 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. Advanced plagiarism checkers are effectively used to detect AI-generated text in student work.

Detecting Academic Misconduct

Teachers have considerable experience in recognizing academic integrity issues. A variance in writing style is easy to detect. A student who suddenly produces the "perfect" paper may be suspect. The rushed submission of late work is sometimes a red flag. Teachers and students have access to Turnitin.com, a resource that provides a report of similarity of a piece of work to other published or student papers; however, it is up to the student and/or teacher to check that the work has been cited correctly. Additionally, the internet can be searched for similar writing. Information that is inaccurate, but cited to a source is also a red flag. Generally, any work that does not match with the teacher's formative assessment of the student may be an indicator of academic misconduct. Summative assessments with sudden differences in voice or writing quality, scientific data that was not part of a first draft, or mathematical equations a student cannot explain can also be indicators of academic misconduct. Teachers should recognize that the primary responsibility of the school is to educate students and breaches of academic integrity can be treated as learning opportunities.

School Consequences for Academic Misconduct

- If an incident of academic misconduct is proven to be true, the student will receive a “zero” or “no credit” for an assignment attempted or completed through cheating. At the discretion of the teacher, the student may be required to complete the assignment (or an equivalent) for reduced credit.
- The IB Coordinator should be notified of any incident of academic misconduct as the Coordinator will have a conversation with the student and teacher, and a parent/guardian will be contacted.
- For a second incident of academic misconduct, the student will receive the above consequence but additional actions will be taken, including a meeting with the teacher, the IB Coordinator, the student, the parent/guardian(s) and an Administrator.
- Depending on the severity of the incident and the student’s history of academic misconduct, other action may be taken, including potential removal from the program.
- If the assignment is an IB assessment, then the work will not be submitted to the IB, and no IB grade will be awarded for the applicable subject.

IB Consequences for Academic Misconduct

It is the student’s responsibility to ensure that all work submitted for assessment is authentic with sources properly acknowledged. If a student is suspected of academic misconduct after declaring the work is their own and is the final version, then the school is required to carry out an investigation and provide the IB with pertinent documentation including statements from the teacher, the coordinator, and the student. Additionally, the school should conduct an interview with the student. If the IB final award committee decides it is a case of academic misconduct, then no grade will be awarded in the subject, and no IB Diploma or CP Certificate will be awarded.

Roles and Responsibilities

Students

The students are expected to:

- not engage in any form of academic misconduct at any time, including plagiarism, collusion, duplication of work, and all other forms of cheating
- ensure that all the work they submit is their own authentic work
- be aware of the rules for citing others' work and ask teachers for guidance when needed
- work collaboratively only in appropriate circumstances
- observe and adhere to ethical and honest practice during examinations
- be responsible with the use of information technology and social media
- inform a staff member when they are aware that another student or students have violated the academic integrity policy

Teachers

Teachers are expected to:

- make students aware of what constitutes academic misconduct in their respective classes and how it undermines the learning process
- teach students how to use the words and ideas of others appropriately to support their own oral and written communication
- teach students how to use citations correctly
- structure assignments and tests to minimize the opportunity for academic misconduct
- submit student work for online plagiarism checking when appropriate
- make it clear to students when and how they can collaborate with each other on assignments
- be vigilant about preventing and identifying academic misconduct
- make students aware of the consequences of academic misconduct

Parents/Guardians

Parents/guardians are expected to:

- review and understand what constitutes student academic misconduct and its consequences
- ask for an explanation if there is anything about the Academic Integrity Policy they do not understand
- support their learner to plan and schedule their workload so that their learner has ample time to plan and ask for clarification from their teachers
- maintain open and honest channels of communication

School

The school is expected to:

- support teachers in their clear teaching of ways for students to avoid misconduct
- work with coordinators and teachers to update the Academic Integrity Policy on a regular basis
- investigate cases of academic misconduct
- know and understand the consequences of being found guilty of academic misconduct
- understand what constitutes school maladministration and its consequences – "The IB defines 'school maladministration' as an action by an IB World School or an individual associated with an IB World School that infringes IB rules and regulations, and potentially threatens the integrity of IB examinations and assessments. It can happen before, during or after the completion of an assessment component or completion of an examination."

References

International Baccalaureate Organization, *Academic Integrity Policy,* 2019
International Baccalaureate Organization, *Diploma Programme Assessment Procedures*, 2023
International Baccalaureate Organization, ibo.org/news, *Statement from the IB about ChatGPT and artificial intelligence in assessment and education,* 2023
Niu Valley Middle School & Henry J. Kaiser High School, *Kaiser Complex IB MYP Academic Integrity Policy*, 2022
The American International School in Vienna, *Academic Integrity Policy,* 2021
Henry Foss High School, *Academic Integrity Policy*, 2020

Academic Integrity Policy Review

All Kaiser High School IB DP & CP policies are annually reviewed, and revised if necessary, with input of representatives from the major stakeholder groups.

Academic Integrity Policy Agreement

I have read, understand, and accept Henry J. Kaiser High School's IB *Academic Integrity Policy*. I understand that this agreement remains in effect during the entire time I am in the program.

Student Name: _____

Student Signature: _____

Date

Parent(s)/Guardian(s) Name: _____

Signature(s): _____

Date