

# LWIS – CiS IB ACADEMIC INTEGRITY POLICY

## Philosophy

Students at LWIS- CiS must understand the importance and significance of academic integrity as a guiding principle and a choice, especially the authenticity of personal work, be it individual thoughts, assignments, evaluations, texts, data, and the acknowledgment of quoted source, Artificial Intelligence (AI) software, possession of only authorized material in the examination room, no disruption of the examination process, no duplicating or supporting others for malpractice. Academic Honesty Code is expected by all IB students at all times.

## Academic Misconduct

An IB candidate suspected of an IB Academic Integrity violation during or after assessment will be dealt with based on the written IB policy and procedures. IB academic violation include **Plagiarism**, where ideas and work of others are presented without acknowledgment (name of author, date of publication, title of source and page numbers), **Collusion**, where one's work is allowed to be copied or submitted by others for assessment, **Duplication**, where same work is submitted for different assessments, and **Misconduct**, where unauthorized materials are taken into the examination (whether oral or written) or a behavior leading to the disruption of examinations or distraction of other candidates is displayed; as well as gaining an unfair advantage in one or more components of assessment (p.3).

## Enhancing Academic Integrity

Enhancing the reasons for academic integrity are to maintain fairness, trust and credibility, and develop respect for others. It is part of the admission requirements that the Academic Integrity Policy is shared with all IBDP candidates before they start the programme. IB students will be given the IB Academic Integrity policy to be reviewed, signed and returned to the IB Coordinator at the beginning of the IB year 1 and IB year 2. IB students will be given a workshop at the beginning of every year on the IB Integrity Policy and its wider impact, unacceptable behaviors, and how to avoid academic violation. The IB coordinator is expected to ensure that the authenticity of student work is checked before submitting it to IB Education Division. In this respect, the school uses the turnitin program to detect plagiarism work and empower academic honesty policy. IB teachers and invigilators must be aware of all the IB assessment regulations and procedures and what to do in case of an academic violation.

## Use of Artificial Intelligence (Academic Integrity Policy-Appendix 6 pp: 53-55)

Though IB does not prohibit the use of AI software as it is the wrong way to deal with innovation, teachers and students must know to use such a tool ethically.

## **Student's responsibility**

It is the student's responsibility to:

- acknowledge others' ideas and works (charts, figures, maps, etc.) that are incorporated in class assignments, internal assessments, lab reports, etc.

- acquire, enhance and strengthen organizational skills as signs of good integrity behaviors
- abide by exam instructions (during and after)
- adhere to all school deadlines
- not discussing IB examinations and questions for a 24 hour-period after examination
- inform teachers in case of an assignment requiring collaboration
- ensure that the work submitted for evaluation is authentic
- sign the IB Integrity contract provided by the school with parents (i.e. consequences in case of suspected or clear misconduct, etc.)
- acknowledge AI tools as reinforcement for the IB academic integrity
- acknowledge that AI may provide a starting text but furthering the construction of the work is his/her responsibility to edit text and to personalize it and to recognize any bias.
- Acknowledge academic integrity not only as a set of rules but as an ethical choice
- Speak about their work with their teachers/facilitators.
- Credit appropriately the AI software for any generated text, image or graph in the body of the text and the bibliography (references); otherwise considered a form of academic misconduct.
- Use AI software to understand what good essay structures and coherent supported arguments look like
- Ask AI software for a research question rather than the essay title
- Ask AI software to explore sources

### **Teacher's responsibility**

It is the teacher's responsibility to

- discuss school IB honesty policy with students at the beginning of the IB subject
- ensure that student's work submitted or approved is authentic
- fully support the everyday school academic practices
- encourage and reinforce academic good practices inside and outside classes and take action if necessary and approved by IB coordinator
- incorporate research skills and reflections in all practices
- discuss and clarify what is allowed and not allowed during exams, internal assessment and external assessment
- discuss why AI tools often are not the most useful piece of software and the one to be awarded high marks.
- Discuss the ethical use of AI for example in producing their essays, ToK ways of knowledge, testing another's hypothesis, reports, etc.
- Inform students of any suspected AI software work and not detectable by turnitin.
- Identify when student's work is not his/her based on teacher's knowledge of his/her knowledge of student's potential.
- Inform learners that the use of spell checkers and bilingual dictionaries is accepted
- Inform learners that AI text's citation must contain the prompt given to the AI tool and the date of the AI generated work
- Inform students that IB does not award (generally) for spelling, punctuation and grammar except in language acquisition subjects. An issue to be checked in AI texts
- Check on the course work progress timeline of a student
- Check on the course work quality of the final draft is in line of what the student is expected to produce
- Suspected work of a learner not to be his/her own, must not be submitted to the IB (though tools to detect essays written by the IA tools are not reliable enough)
- Use past academic misconduct cases to develop awareness towards integrity rules and consequences

## Parent's responsibility

It is the responsibility of parents to

- understand the IB Integrity policy and be aware of consequences
- Understand subjects' guidelines in the completion of coursework or examination papers by their students and support them in understanding them
- Understand what constitute school maladministration and its consequences
- encourage their children to abide by the IB Integrity Policy and to remind them of consequences
- encourage their children to abide to the AI software ethical usage
- keep liason with the school via the IB coordinator in case of academic dishonesty
- attend all IB meetings scheduled by the school (with the teacher, IB coordinator, vice principal, principal, etc...)
- sign the IB Integrity policy contract provided by the school with their children (i.e. consequences in case of suspected or clear misconduct, etc...)
- Understand the use of turnitin as a safeguard for the authenticity of their students, work
- Submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations
- Abstain from giving or obtaining undue and/or unauthorized assistance in the completion of their students' work

## Consequences of Academic Misconduct

### Outlined by the school

It is the school IB Coordinator's responsibilities to ensure that all learners, teachers, parents/guardians and stakeholders understand the school's Academic Honesty Policy and school's student behavior code which are aligned with the IB Academic Honesty and make them aware of consequences to such violation as shown below:

<b>Behaviors to be upheld by learners</b>	<b>Persons in charge</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>• Acknowledge others work and AI produced work by using proper citations, references, footnotes, etc...</li> </ul>	IB Coordinator and subject teacher	If the offence is found not to be theft, the student will be asked to re-do the work if within the deadline, if not, they will face an incomplete work on IBIS. Hence, no grade will be awarded by IB and the parents will be informed.
<ul style="list-style-type: none"> <li>• Produce own/authentic work (whether class assignments, lab reports, IAs, etc.)</li> </ul>	IB Coordinator, HOS (Academics) and subject teacher	Persistent offenders will receive a zero and asked to redo the work and parent will be informed
<ul style="list-style-type: none"> <li>• Not to engage or encourage others, in writing and copying others' pieces of work</li> </ul>	Principal, vice principal, IB Coordinator, HOS (Academics)	If the violation is found to be a theft, the learner will receive a zero and parents will be informed.
<ul style="list-style-type: none"> <li>• Collaborate with other students (individual or group) after notifying the subject teachers to avoid collusion</li> </ul>	Principal, vice principal, IB Coordinator, HOS (Student Affairs), HOS (Academics)	Persistent offenders could be suspended from that class or from the IBDP programme. Parents will be informed.

<ul style="list-style-type: none"> <li>Adhere to exams instructions (proper conduct, allowed materials and items, etc.)</li> </ul>	<p>Principal, vice principal, IB Coordinator, and HOS (Academics)</p> <p>Principal, vice principal, IB Coordinator, HOS (Student Affairs), HOS (Academics)</p>	<p>The learner will be asked to explain in writing the incident. If the incident's investigation does not reveal sufficient evidences of misconduct, the exams will be corrected and a grade will be given for the work submitted.</p> <p>If the incident's investigation reveals sufficient evidences of misconduct, the learner will receive a zero, and depending on the severity of the offence, the learner might be prohibited from other examination sessions. Parents will be informed.</p>
<ul style="list-style-type: none"> <li>Adhere to the school scheduled deadlines for all forms of assignments, essays, projects, assessments, etc.</li> </ul>	<p>Principal, vice principal, IB Coordinator, and HOS (Academics)</p>	<p>Learners will be called for a meeting with the subject teacher to agree on a fixed timeline for the completion of tasks. Points will be deducted.</p> <p>If the learner fails to adhere to the agreed timeline to reach the scheduled deadlines, the IB coordinator will inform in writing the learner/parent/guardian that the learner might be disqualified from sitting for the examination of the subject.</p>

Outlined by IB

IB candidates suspected of academic misconduct will be dealt with as follows:

<b>Time of Incident detection</b>	<b>Person in charge</b>	<b>Consequences</b>
Before submitting the work for assessment	DP Coordinator	Parents will be called for a meeting and the student will receive a zero
During a written or oral assessment	DP Coordinator / IB Education Office	Such cases will be brought to the attention of the IB Education Office, by sending a report to IB answers within 10 days of assessment date.
After submitting the work for assessment	DP Coordinator / IB Global Center	<p>The DP Coordinator will inform the IB Education Office and the candidate will be invited to present a written statement that addresses the suspicion of academic misconduct. If the misconduct is established, the penalty will be appropriate to the severity of the misconduct, with the possible of</p> <ul style="list-style-type: none"> <li>(a) exclusion from the specific subject exam or</li> <li>(b) withdrawal from the IB programme and student's disqualification from any future examination session.</li> </ul>

## Review of the Academic Honesty Policy

A steering committee consisting of the school principal, vice principal, DP coordinator, HOD, HOS, and other community members (i.e. teachers, students, librarian, parents/guardians) will collaboratively be responsible for reviewing, developing, promoting and communicating the policy.

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