

# KING DAVID ACADEMY



## IB DIPLOMA PROGRAMME

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# ACADEMIC INTEGRITY POLICY

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## 1. Rationale

Academic honesty is a core value in our school. If a student submits work or parts of work that is not their own, they have not demonstrated the curriculum expectations.

A breach of academic honesty is the theft of intellectual property and is treated with the utmost seriousness.

Academic dishonesty undermines the integrity of the perpetrator as well as that of the school, the course and the programme; by the IB Learner Profile, IB students are principled, acting with integrity and honesty.

## 2. Definitions (from IBO document, Academic Honesty, 2011)

- **Academic misconduct:** behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.
- **Plagiarism:** the representation, *intentionally or unwittingly*, of the ideas, words or work of another person without proper, clear and explicit acknowledgement.
- **Collusion:** supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another.  
Duplication of work: the presentation of the same work for different assessment components and/or diploma requirements.
- Malpractice also includes any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (e.g. taking unauthorized material into an examination room, misconduct during an

examination, falsifying a CAS record).

### **3. Student responsibilities.**

It is expected that IB students:

- a. Understand what constitutes academic misconduct.
- b. Know how to conduct research.
- c. Know how to acknowledge sources.
- d. Know the consequences of being in breach of IB regulations.
- e. Act responsibly and ethically throughout their participation in the Diploma Programme.

### **4. Teacher responsibilities:**

It is expected that IB teachers:

- Make academic honesty a positive value to strive for, and not just a punishment or consequence when guidelines are not met.
- Provide opportunities for students to practice and to learn how to use other people's work in support of their own.
- Teach awareness of misconduct and procedures, including appropriate citation styles and referencing.
- Use the Board platform for assignment submissions thus enabling the originality check by *Turnitin.com*.

### **5. School responsibilities.**

It is expected that the school:

- Will communicate the academic honesty policy and consequences for misconduct as many ways as possible.
- Will emphasize that academic honesty is a part of the school culture and climate.
- Will remind teachers that a positive message regarding academic honesty is more important than only emphasizing consequences of misconduct.
- Will post the IB examination posters concerning unauthorized material at appropriate times and in visible places in the school, outside and inside the examination room.

## **6. Parent responsibilities.**

It is expected that parents of IB students:

- Understand what constitutes academic misconduct.
- Know the consequences of their son/daughter being in breach of IB regulations.
- Model responsible and ethical behaviour in their support of their son/daughter throughout participation in the Diploma Programme.
- Promote and value learning over grades.

## **7. Measures to be taken to provide education and support**

- a. a beginning of year assembly for all IB diploma students' policy documents published on Managebac
- b. distribution of "Academic integrity in the Diploma Programme" pamphlet to all DP students
- c. regular in-class review of proper citation methods

## **Expectations & Examples of Academic Misconduct**

- d. Creators are expected to acknowledge any source materials or ideas which are not their own and have been used in any way such as a quotation,

paraphrase, or summary. Written or electronic source materials may include:

- Visual
- Audio
- Graphic
- Lectures
- Interviews
- Broadcasts
- Maps

- e. Malpractice is most commonly a case of plagiarism or collusion (see definitions, #2 above) Other examples include:
- i. taking unauthorized material into an examination room (such as cell phone, notes).
  - ii. leaving and/or accessing unauthorized material in a bathroom/restroom that may be visited during an examination
  - iii. misconduct during an examination, including any attempt to disrupt the examination or distract another candidate
  - vi. exchanging information or in any way supporting the passing on of information to another candidate about the content of an examination. Use of an online translation service or translation software (e.g. Google Translate) for written work submitted for a second language course (e.g. SL French)
  - vii. impersonating another candidate
  - viii. stealing examination papers
  - ix. using an unauthorized calculator during an examination, or using a calculator when one is not permitted for the examination paper
  - x. disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.
  - xi. Use of AI like ChatGPT without acknowledging it.

## **10. Consequences of academic misconduct for IB assessments may include:**

**1st offense** - Resubmit work (depending on submission deadlines) and have a restorative conversation with the teacher and coordinator. If insufficient time is available to resubmit, work will be submitted as is and the IB Malpractice office will be notified.

**2nd offense** - Resubmit work (depending on submission deadlines) and have a restorative conversation with the teacher coordinator and administrator. Suspension from school and student under contract with vice principal. If insufficient time is available to resubmit, work will be submitted as is and the IB malpractice office will be notified.

**3rd offense** - Work will not be accepted. Suspension from school and possible removal from the IB program.

## **11. Procedures for Reporting, Recording and Monitoring**

- Note in Managebac to monitor offenses.
- Notice to be given to coordinator via email
- Teacher notifies administrator if second or third offense
- The DP Coordinator reports to IB Malpractice department for all occurrences relating directly to examinations.

The teacher is responsible for using a variety of tools, including submission to *Turnitin.com*, in investigating potential malpractice.

## **12. Use of Artificial Intelligence Tools**

### **12.1 Permitted Uses (with teacher guidance):**

- Brainstorming ideas
- Language editing suggestions

- Generating example structures for learning purposes

### **12.2 Prohibited Uses:**

- AI-generated full content submissions
- Translation of work into English or other languages without disclosure
- Using AI to bypass personal analysis or critical thinking

**NOTE:** Misuse will be treated as academic misconduct.

## **12. Appeals Process**

Students and parents may submit a written appeal within 5 school days of the outcome. Appeals are reviewed by the Academic Integrity Panel composed of the DP Coordinator, subject teacher, and school administrator.

## **13. Review of Honesty Policy**

The DP Coordinator ensures that any new or updated documentation with regard to the academic policy provisions, which is published by the IB, will have its reflection in the school's working policy. The policy will be reviewed at the general meeting of the DP Faculty which will be held yearly and any observations or suggestions from the DP staff shall be communicated to the DP coordinator on an ongoing basis. Any necessary changes to this document, which have been introduced during the annual general meeting, will come into effect from September the following school year.

However, in order to introduce any urgent amendments, a special meeting can be summoned at any point in the school year