

# SIS POLICY MANUAL

## 430: ACADEMIC INTEGRITY

CREATED	EFFECTIVE ON	REVIEWED YEARLY	NEXT REVIEW
Unknown	Sep 13, 2019	May 2024	May 2024

### Policy Statement

Shekou International School (SIS) is committed to fostering an environment where academic integrity is upheld across all levels of the school community. We prioritise ethical conduct, authenticity of work, and the responsible use of information and resources, ensuring these principles are integral to our educational processes.

### Definition

Academic integrity at SIS refers to the moral code or ethical policy that governs the school community. It encompasses honesty, responsibility, fairness, respect, trust, and courage. Academic integrity extends to all forms of academic work and interactions within the school, requiring all members—students, staff, and parents—to acknowledge and produce original work and appropriately attribute sources.

### Rationale

The rationale for emphasising academic integrity at SIS is to cultivate a culture of trust, honesty, and respect essential for genuine learning and intellectual engagement. Upholding these values supports our mission to develop informed, ethical, compassionate individuals who act thoughtfully and creatively. It prepares students for academic success and responsible global citizenship, aligning with the principles of the International Baccalaureate (IB) and the expectations of our diverse international community.

### Principles

- **Integrity and Honesty:** All school activities and academic exercises must be conducted in a spirit of fairness and honesty. Students are expected to honour the origins of ideas and to avoid any forms of academic deceit such as plagiarism, cheating, or falsification of information.
- **Responsibility and Accountability:** Each community member upholds academic integrity by adhering to school guidelines and policies. This includes committing to producing work and citing sources accurately where required.

- **Respect for Intellectual Property:** SIS cultivates a fundamental respect for the creative output of others, which is essential for academic and personal growth. This respect involves properly acknowledging sources and ideas in all academic submissions.
- **Educational Engagement:** Teachers and librarians are tasked with designing assessment tasks that promote critical thinking and creativity, discouraging academic dishonesty by engaging students in their learning processes.
- **Consistency and Fairness in Application:** The school ensures that the principles of academic integrity are applied consistently and fairly across all student work and assessments, with clear consequences for violations to maintain academic standards.
- **Community Involvement:** Parents are encouraged to understand and support the academic integrity policy, fostering a home environment that aligns with the ethical practices promoted at school.
- **Use of Technology and Resources:** As technology becomes integral to learning, students must use these tools ethically. This includes the appropriate use of artificial intelligence and other digital resources, ensuring that all digital work is conducted under the same standards of integrity as traditional academic tasks.

## Overview

As an International Baccalaureate school, Shekou International School acknowledges The International Baccalaureate's advocacy of ethical behaviour as an essential part of the IB Programme at SIS. We value the concept of intellectual property and the need to hold students, teachers and SIS management accountable for the ethical use of the ideas, words, and creative acts of others. Creating a culture of honesty and integrity is integral to our purpose of developing "Global Citizens." It is implicit in the school's commitment to developing the IB Learner Profile. As IB learners, we strive to:

- Act with integrity, honesty, and a strong sense of fairness, justice and respect for the dignity of individuals, groups and communities. We take responsibility for our actions and the consequences that accompany them.
- Acquire the skills necessary to conduct inquiry and research and show independence in learning. We actively enjoy learning, and this love will be sustained throughout our lives.
- Use critical and creative thinking skills to analyse and take action on complex problems. We exercise initiative in taking responsible action on complex issues. We exercise initiative in making reasoned, ethical decisions.
- Thoughtfully consider the world and our ideas and experiences. We work to understand our strengths and weaknesses to support our learning and personal development.

## Roles and Responsibilities

## Role of the School

It is the school's responsibility to:

- structure the curriculum in a manner that allows students to develop the habits of academic integrity over time;
- ensure that students adhere to the basic principles of academic integrity as appropriate for their age level;
- ensure that all members of the school community understand the value of academic integrity;
- support and encourage students, teachers and parents by modelling academic integrity and personal and professional integrity;
- promote a consistent approach to citation by using one standard system, the Modern Language Association (MLA) style;
- ensure all internal school Academic Integrity procedures align with the IB Programme standards and practices.

## Role of the Teacher and Librarian

It is the Teacher and Librarian's Responsibility to:

- create inquiry-based assessment tasks where creativity is encouraged;
- encourage reflection on the learning process;
- support and encourage students, staff and parents by modelling academic honesty and personal and professional integrity;
- recognise and support that teaching and learning promotes the understanding and practice of academic integrity;
- teach students how to acknowledge the use of others' ideas and work appropriately;
- teach students how to use and cite all forms of resources (text, images, videos) properly using MLA;
- teach students how to use all forms of resources;
- ensure accountability through the use of available tools and resources, and help students understand the role of these resources in Academic Integrity;
- communicate with the student, parents, administration, and counsellors when intentional malpractice is found.

## **Role of the student**

### **It is the Student's Responsibility to:**

- understand that they will be given opportunities to develop, practice, and demonstrate academic integrity;
- be academically honest and demonstrate personal honesty by submitting their own work so that the levels of achievement they attain reflect their academic achievement;
- be principled and actively support Academic Integrity in the school community and communities beyond the school;
- acknowledge sources of information, images, charts, and graphs according to MLA format for all work being assessed;
- conform to the IBO's rules for the conduct of examinations and other assessments.

## **Role of the Parent**

### **It is the Parent's Responsibility to:**

- Read, understand, and agree to uphold the school policy on Academic Integrity;
- support the Academic Integrity philosophy of the school;
- encourage academic integrity and support their child by modelling personal integrity;
- foster a love for learning and the importance of gaining knowledge with integrity.

## **Artificial Intelligence\***

SIS acknowledges the significant progress made in Artificial Intelligence (AI) technology, which can potentially enhance students' educational experiences. When used legally and responsibly, AI tools can bolster students' critical thinking abilities, grant rapid access to knowledge, offer visual and textual representations of concepts, and engage students with essential learning skills for their future. SIS expects parents, students, and teachers to uphold ethical standards in their learning and use of AI.

The use of AI technology at SIS must adhere to the school's academic integrity policy and practices by appropriately citing relevant tools using the MLA guidance, similar to other research resources employed by students.

\*Adapted from NCPA and co-created with CPT-4

## Academic Integrity Agreement Form for Secondary Students

Dear SIS Student,

Academic integrity requires that students produce work that is their own. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and skills they do not possess. The well-being of the school community depends on each student accepting responsibility for their conduct in both social and academic endeavours. In this regard, students are expected to attend SIS ready to learn and, in their learning, demonstrate the ability to discern right from wrong. As it applies to the academic environment, a student's moral awareness is the foundation of success at SIS and throughout life.

***Students must acknowledge all ideas and work of other people. Including:***

- Renditions of another person's words are presented in a new style and integrated grammatically into the writing.
- Email messages, Web sites, and electronic media.
- Sources of all photographs, maps, illustrations, computer programs, data, graphs, and audio-visual materials.
- Verbatim ("word for word") quotes.
- Works of art include music, film, dance, theatre, and visual arts.

***Your work must be your own.***

- Never copy another person's ideas or work. Do not allow a tutor, parent, or student to do your work.
- After careful research, reading, and thinking, you should present your thoughts in your own words.
- Collaborating does not mean that your work is identical to your partners. Work together but record your ideas.
- If you suspect someone is copying, or you are not sure if what you are doing is cheating, it is your responsibility to ask the teacher.
- If you give your work to someone else or know someone is copying you, you are guilty of academic dishonesty. Never give your work to someone else to copy.
- SIS teachers and students may use the Turnitin.com website to check that the work is original.

### ***Consequences***

SIS takes Academic Integrity very seriously – plagiarism, cheating or any form of academic dishonesty are considered inappropriate at SIS. If you are involved in academic dishonesty, your work will be regarded as 'Incomplete,' and you will not receive a proficiency level. You will be asked to repeat or do a new assignment. Procedures and consequences for dealing with plagiarism are outlined in the SIS Student-Parent Handbook. At the principal's discretion, consequences may include a parent meeting, behaviour contract, suspension from school, and reference to your school record (which may be disclosed to future schools if requested). Students who continue to cheat or plagiarise will receive escalating consequences.

***I have read and understand the SIS Academic Integrity Agreement:***

***Student Name (print)*** \_\_\_\_\_

***Student Signature*** \_\_\_\_\_

***Date*** \_\_\_\_\_

## Academic Integrity Agreement Form for Primary Students

### SIS Digital **Responsible-Use** Policy (RUP)

As a SIS student, I have the right to expect access to devices, digital content, learning objectives and resources to support my learning best. As such, I agree that as a member of the SIS learning community, I will be Safe, Respectful and Responsible using the following guidelines:



I agree with modelling the behaviours in the Responsible Use Policy (RUP). I understand that not following these expectations may limit or revoke my right to access devices, systems or networks.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Device Agreement

The student agrees to follow all SIS regulations and policies governing the use of the device and all applicable laws, including copyright and intellectual property law pertaining to software and information.

- The device name and IP address shall remain unchanged by the student user or anyone other than the IT team.
- Please keep the device's original surface free from stickers or writing until it becomes the property of the student or family.
- The student agrees to handle the device carefully and protect it from potential sources of damage.
- The student or family assumes full financial responsibility if a device is lost, damaged, or stolen. SIS has the discretion to repair or replace damaged devices.
- The student must report theft or suspected theft of the device, loss of the device, damage to the device or malfunctioning of the device to the divisional Principal immediately.
- All content should be appropriate for our youngest learners. Inappropriate content is not permitted on the device.

Based on the most current guidelines, families should create a family media plan to determine appropriate device use at home. If families wish to seek support to set up parental controls on a device, they can contact the counsellor or divisional principal.

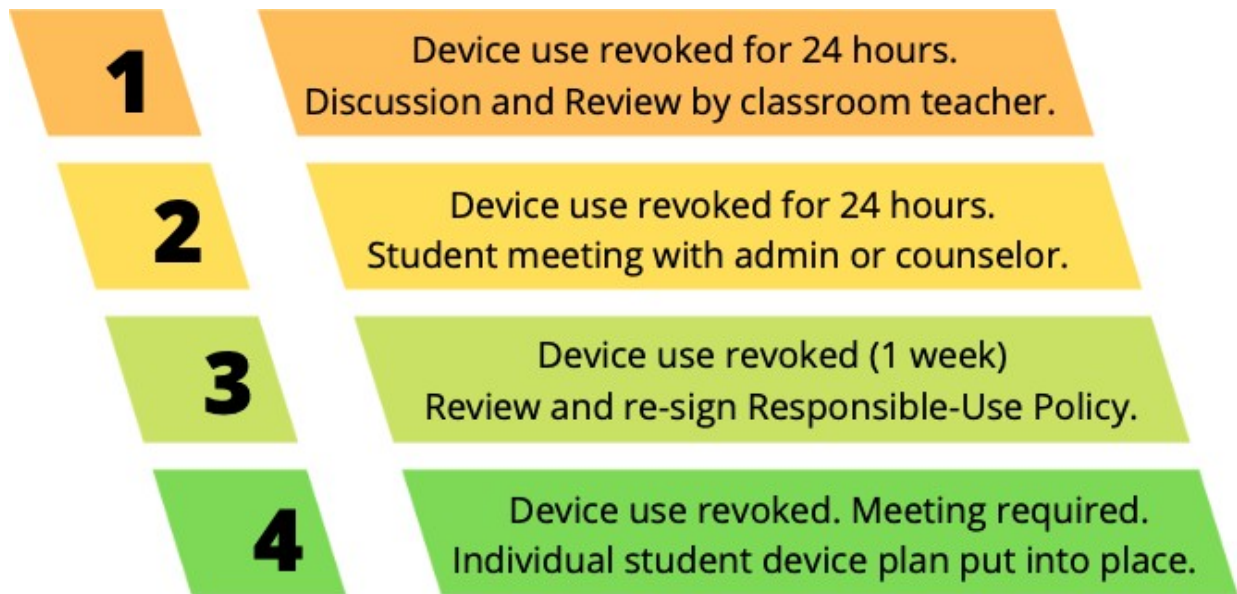
I have read and agree to abide by all SIS policies and regulations for the use of equipment, including the Responsible-Use Policy (RUP). I accept responsibility for loss or damage to equipment while in my possession. I understand that if the device or accessory is lost, damaged, or stolen, I am responsible for the replacement cost. I will report any damage to hardware or software immediately to the principal.

Guardian Name: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

## Responsible Use

At SIS, we view mistakes as opportunities for learning. If a student has not followed the student device agreement they have signed, the following steps may be taken. These steps are designed to help promote healthy behaviours and support student awareness and practice around responsible device use. Depending on the seriousness of the incident, students may begin on any level.



## Works Cited

- Academic Honesty in the IB Educational Context (2014)
- <https://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf>
- College of Literature, Science and the Arts: University of Michigan  
<https://lsa.umich.edu/lsa/academics/academic-integrity.html>
- Continuum of Academic Integrity Expectations <https://www.theresearchtl.net/>
- HCMC. (2016). Academic honesty policy and procedure. European International School Ho Chi Minh City
- [MYP: From Principles into Practice \(2014\)](#)
- QAS. (2020). Academic Honesty Policy. Qatar Academy Sidra

## Further Resources

The SIS Secondary Academic Integrity Principles and Practices Handbook

[IB Academic Integrity Policy](#)

[IB Artificial Intelligence Document](#)