IB Continuum
Academic Integrity Policy and Procedures

Document review box and latest revision (SEC 008- Academic Integrity in the IB programmes)				
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0	12/2022	Principal		08/2023
1	08/2023	DP Coordinator		15/08/2024
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3	06/2024	DP Coordinator		15/08/2025
4	Currently in Review	DP/CP Coordinator		

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1. Our Guiding Principles

IB Mission

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.

American Gulf School Mission, Vision, and Motto

Vision:

We aim to create an environment where everyone aspires to build a peaceful world, to grow through intercultural understanding and respect, and to succeed in the 21st century.

Mission:

To provide a safe, friendly learning environment where our learners follow an innovative evolving 21st-century curriculum that promotes design thinking skills. We will focus on nurturing academic excellence through fun and engaging lessons that will encompass our values in our internationally minded future leaders.

Motto:

Aspire, Grow, Succeed

2. Introduction

2.1 Academic Integrity Philosophy

At American Gulf School, we believe that all members of our community should act with honor and good faith. We aim to inspire in each member of our community an approach to learning, inquiry, and communicating information that reflects the IB values of being principled, inquirers, and knowledgeable risk-takers. Students are provided with detailed guidance in developing the skills necessary to uphold academic integrity standards in class sessions, and library sessions.

2.2 Academic Integrity and the Learner Profile

Principled: We make sure that our work is always our own and reference others' work by quoting, citing, or paraphrasing appropriately. We respect copyright and intellectual property. **Risk-Takers:** We always complete our tasks ethically, with the understanding that we might not always be correct.

Knowledgeable: We know and use good practices such as referencing for our written tasks, to ensure academic integrity.

Inquirers: We acquire the skills necessary to conduct inquiry and research. We co-create lines of inquiry with our teachers and our fellow students and develop and follow these inspired by our research.

2.3 Academic Integrity in the Continuum

In the IB Continuum, all programmes (PYP, MYP, DP, CP) are expected to uphold the values and beliefs of the school regarding academic integrity. The academic integrity policy applies to student conduct in:

- Formative and summative tasks in all subjects.
- All Internal and external moderated and standardized assessed work.
- All Internal and external IB examinations

2.4 Definitions of Key Terms Used

Note: All definitions below are as defined by the IB.

Academic misconduct:	A behavior (whether deliberate or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage (or that disadvantages another student) in one or more assessment component.
Plagiarism:	Plagiarism is when someone copies an individual's writing word- for-word without quotation marks and a citation. This can also happen across languages, such as directly translating a part of an article from the home language to English. Plagiarism may be intentional or unintentional.
Collusion:	Collusion occurs when someone agrees to let someone else copy their work, or when someone does the work for someone else. Although it is the first person's original work, he or she is knowingly participating in academic misconduct and implicated in the act.
Intellectual Property:	Intellectual property is a type of property that arises from an individual's creativity. This encompasses music, literary and artistic works, symbols, logos, discoveries, and inventions. It is a legal term that refers to creations of the mind for which exclusive rights are granted.
Authentic authorship:	A student's work must be created from their own mind and any ideas that come from others must be fully credited.
Duplication of work or self-plagiarism:	Duplication of work occurs when someone uses the same piece of work to fulfil different aspects of the curriculum which is not permitted. This includes: • Submitting previously completed tasks, whether done by the student or another person. Using the same piece of work for multiple assessments.
Artificial intelligence:	Artificial intelligence refers to computer systems or software that can perform tasks typically requiring human intelligence, such as learning, reasoning, and problem-solving. The use of AI in an academic setting often involves software or online tools that assist with research, writing, and data analysis.
Examination misconduct:	Examination misconduct occurs when someone knowingly gains an unfair advantage including taking unauthorized materials into the exam room, communicating with someone about the exam during the exam, or disrupting the exam. Misconduct also includes discussing the contents of the exam without permission.
Mosaic plagiarism (paraphrasing):	Probably the most common form of plagiarism is mosaic plagiarism, also known as paraphrasing. Mosaic paraphrasing can also occur if someone blends different sources into one sentence or paragraph without citing all of them.

3. Referencing conventions and plagiarism detection

3.1 Referring convention for AGS

Students will be taught and expected to use the Modern Language Association (MLA) referencing convention 8th edition.

Each department or subject group is responsible for teaching and requiring the use of MLA formatting during the school year in all assessments and student work. As students progress through the IB continuum at AGS, the requirements for referencing and sourcing will be increasingly demanding so that all students are fully prepared for the requirements and
expectations of academic integrity in the DP and CP programmes in addition to university and professional life.

3.2 Monitoring of student work

Students will be made aware that their work and progress will be monitored by their teachers to verify that the authorship is authentic. Teachers will use tools such as Turnitin.com linked within Managebac to detect plagiarism.

4. Academic Integrity Procedures

4.1 Examples of academic misconduct may include, but are not limited to:

- Copying the work from another student.
- Using intellectual property without properly citing sources using the correct MLA convention.
- Attempting to submit work copied from another person's work as one's own work.
- Using AI without proper citation.
- Submitting the same work, as though original, for multiple different subjects or assessment tasks.
- Bringing unauthorized materials into examinations.
- Outsourcing course components to a third party and submitting these as the student's own work.
- Intentionally or unintentionally participating in or facilitating academic misconduct with other students.

Students and parents are introduced to the academic integrity policy during orientation and informal meetings in the beginning of each academic year. Afterwards, students are required to sign an academic integrity form (see Appendix 1).

Throughout the school year, the librarian reinforces the importance of academic honesty. This is also reinforced by every teacher in every subject. In the case of accidental plagiarism:

- A meeting between the student and teacher is arranged.

- The student is given the opportunity to submit a new task. If not submitted, it earns an incomplete.

- An incident report is written by the teacher and is shared with the parent, students, and the programme coordinator.

- If a student has more than one incident in an academic year their case will be forwarded to the senior leadership team for further action.

If the work of the student has evidence of academic misconduct in all other cases:

- A meeting between the student, parent, and teacher is arranged.
- The student will be required to resubmit work or re-sit exam (if applicable).
- An incident report is written by the teacher and is shared with the parent, students, and the programme coordinator.
- Their case will be forwarded to the senior leadership team for further action and may be reported to the IB if the student is in grade 11 or grade 12.

4.2 Academic Integrity Procedures When Reporting to the IB

At AGS, it is every individual's responsibility to maintain academic integrity including teachers, staff, leadership, parents, and students.

If a member of the school community is reported to the IB for school maladministration, academic misconduct, or plagiarism, then the IB may request an investigation by the school. If it is determined that the member of the school community has committed school maladministration, academic misconduct, or plagiarism, they may face penalties from the IB based on the penalty matrices listed

in the IB Academic Integrity Policy. Penalties and sanctions may include but are not limited to warning letters, an incomplete score on a component, no grade for a course or impacted courses, and additional monitoring and disqualification by the school and the IB.

You may read further about the specifics of the IB's academic Integrity policy and potential penalties at the following website: IB Academic Integrity

4.3 Academic Integrity in Examinations and Assessments

AGS will follow all IB session monitoring procedures for all external and internal assessments. The session monitoring procedures include:

- o Checking work for plagiarism in Turnitin
- o Checks of all pieces of work in IB systems for overlap in content.
- o Checks of response patterns to examination papers, including multiple-choice questions.

4.4 Artificial Intelligence (AI)

As technology evolves and new tools become available it is important for students to learn the ethical use of these tools. Artificial intelligence can serve many academic uses including research. Since work produced by artificial intelligence is not work originally created by the student, it may only be used (copied in quotes or paraphrased) if properly cited in text using MLA citation referencing. Students will be guided by teachers in ethical use of AI and in the proper citation of AI in academic work as is described in the IB Academic Integrity Policy.

Examples of acceptable use of AI include, but are not limited to:

- Modifying an image
- Paraphrasing text
- Asking research questions to find new sources to explore.
- Gaining access to example pieces of writing.

5. Links to Other Policies

5.1 Academic Integrity Policy and Assessment Policy

At American Gulf School, students are explicitly taught to be principled and honest about their work while appreciating and formally acknowledging the work of others. We ask of teachers to design assessments that lead students to produce original and authentic work. We work tirelessly to ensure integrity is held in high regard when completing assessments.

5.2 Academic Integrity Policy and Admissions Policy

If students cannot come into school to take entrance exams, a representative from the previous school will invigilate on our behalf. Parents should provide the contact details for the representative.

5.3 Academic Integrity Policy and Inclusion Policy

All students are provided with detailed guidance in developing the skills necessary to uphold academic integrity standards. Subject teachers are responsible for defining and instilling academic integrity skills within their subject group and the school librarian organises seminars on related topics (plagiarism, copyrights, etc.). In MYP, DP and CP, students with identified learning difficulties receive individualised checklists to ensure that requirements for tasks are met, including aspects of academic integrity such as in-text citations, referencing work of others and paraphrasing.

5.4 Academic Integrity Policy and Language Policy

AGS' Academic Integrity policy includes clear definitions, practices, and consequences of academic dishonesty. Through their language learning, students are expected to be principled learners in furthering their language development. Some samples where academic integrity may be compromised are:

- If a student uses any online translation tools or websites to translate a phrase or text, whether it be from their own text in their home language or from any other published source, unless it is approved by the teacher.
- During reading comprehension assessments; if the student translates the original text to their own home language to demonstrate understanding and comprehension in English or the target language.

- o If the student receives support from another student, parent, teacher, or tutor without the approval of the teacher.
- o During the writing assessments in the target languages offered; if the student writes the text in their own language and claims to express it as their own writing.

6.Samples of Referencing and Citing

Below are the basics of citing as taught in school, if you are ever unsure or unclear, please seek the help of your teacher, programme coordinator and/or the librarian.

Book (One Author)

Author's Last Name, First Name. Title of the Book. Place of Publication: Publisher, Year. Medium of Publication.

Book (Two or More)

Author's Last Name, First Name, Author's Last Name, First Name and Author's Last Name, First Name. Title of the Book. Place of Publication: Publisher, Year. Medium of Publication.

Article

Author's Last Name, First Name (if available). "Title of the Article or Entry." Title of the Reference Book. Vol. Volume Number. Place of Publication: Publisher, Year of Publication. Medium of Publication.

Journal, Magazine, Newspaper Articles

Author's Last Name, First Name. "Title of Article." Periodical Title Volume number. Issue number (Date of publication): Page number range. Database Name. Medium of Publication. Date of Access. <URL>.

Web Pages

Author's Last Name, First Name. "Title of Page/Document." Title of the Web Site. Sponsoring Organization, Publication/Updated Date. Medium of Publication. Date of Access. <URL>.

Artificial Intelligence

"Prompt Text" prompt. *AI Tool Name*, Version Number/Name, Company Name, Date of Creation (formatted Day, Mon. Year), <URL>.

7. Bibliography

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"The IB and Artificial Intelligence (AI) Tools." March 2023. *myib.org.* 2024. <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://resources.ibo.org/data/g_0_malpr_sup_2305_1_e.pdf>.

8. Appendix

8.1 Academic Integrity form

At American Gulf School, we believe that all members of our community should act with honor and good faith. We aim to inspire in each member of our community an approach to learning, inquiry, and communicating information that reflects the IB values of being principled, inquirers, and knowledgeable risk-takers.

Below are definitions from the IB of terms related to academic integrity. Read through each definition and provide your own example.

Term	Definition	My Example
Academic misconduct:	A behavior (whether deliberate or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage (or that disadvantages another student) in one or more assessment component.	
Plagiarism:	Plagiarism is when someone copies an individual's writing word-for-word without quotation marks and a citation. This can also happen across languages, such as directly translating a part of an article from the home language to English. Plagiarism may be intentional or unintentional.	
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Below are examples of behaviors that AGS and the IB consider to be academically dishonest:

• Not properly citing the intellectual property of others in your work. • Copying off of another student at AGS or any other school or allowing another student or friend to copy off of you. • Covering up the academic misbehavior of another student. • Submitting another person's work as your own, or claiming someone else's work is yours.	• Allowing a family member, tutor, or friend to complete work for you or help you with the completion of coursework. • Not following the instructions of your teacher on how to properly citing, referencing, and sourcing other's work. • Bring unauthorized items to an exam (such as laptop, tablet, cell phone, smart watch, notes, books, etc.). • Submitting all or part of an assignment as original work more than once.

Declaration:

I, _____, in Grade _____ have read the above information about academic integrity. I have asked all questions I have about academic integrity at this time and I understand that if I have new questions I am required to ask my teacher, librarian, or program coordinator for help and clarification.

I also understand the consequences, as explained by the program coordinator, for not upholding the requirements for academic integrity at American Gulf School. I agree that if I choose to violate the academic integrity policy that I accept the consequences for my actions or inactions.

Student Signature: _____ Date:_____

Parent Signature: _____ Date:_____

Programme Coordinator Signature:_____ Date:_____