

Verita International School

Academic Integrity Policy

February 2022

Vision

Inspiring kind and joyful learning communities who use innovative thinking to build a mindful and sustainable world.

Mission

Verita ensures that kindness is the centre of everything we do. Deeply committed to international and intercultural understanding, Verita provides an academically engaging, inquiry-based educational approach.

Our responsibility is to whole-heartedly assist our students to develop the social-emotional and academic skills necessary to live meaningful, fulfilled, and happy lives.

Preamble:

Verita International School is an institution which aligns with the CIS Code of Ethics and the UN Conventions of the Rights of the Child (UNCRC).

The CIS Code of Ethics highlights that we, as a school, are expected to:

- Fulfil the promises stated in their guiding statements, policies, contracts and promotional materials.
- Strive for excellence.
- Nurture a culture of care in which the education, safety and well-being of students and others are paramount.
- Comply with applicable laws and regulations.
- Respect the dignity and equality of all individuals, groups and cultures.
- Promote global citizenship.

As a school which aligns with the UNCRC, we make an effort on upholding the 45 articles of the convention in our school; please refer to the UNCRC articles [here](#).



I. Introduction

Each student shall maintain academic honesty in the conduct of his or her studies and other learning activities at Verita. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student. Cheating and plagiarism in connection with an academic program as an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

II. Student Responsibilities

A) Students are responsible for knowing and understanding the rules of Academic Honesty, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

B) Students are responsible for communicating with the teacher if they do not understand how the policy applies to a particular class or assignment. Students are responsible for utilizing the library resources (e.g. the plagiarism tutorial, consulting a librarian, or referring to a style guide) on academic honesty and plagiarism to fully understand the differences between a citation, giving credit, original writing, and plagiarism.

C) Students are responsible for turning in their own work, contributing ethically to group work, and responsibly and properly citing any resources they use for coursework.

III. Faculty Responsibilities

A) Faculty must report all incidents of Student Dishonesty and the actions taken to the Director's Office.

The reporting must include:

1. Student name
2. Class title and date
3. The actions or consequences taken by the teacher

B) Secondary teaching areas e.g. on Google Classroom for example, should include a statement on Academic Honesty in their syllabi such as:

Students will be expected to adhere to standards of academic honesty and integrity. All assignments must be original work, clear and error-free. All ideas/material that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated accordingly.



In Primary we expect and teach students to quote where they sourced the information pictures etc from e.g. sites, books, newspapers etc. They are not taught a specific format. This is for secondary to teach.

For year group guidelines, please refer to the year group vertical articulation of the Academic Integrity lessons. This list should be updated and ameliorated every year in June. It is expected that this process will continue to collect and grow resources for each grade level.

Academic Honesty and Integrity: Students are responsible for honest completion and representation of their work. Your course teacher will also detail the ethical standards and penalties for infractions. There will be zero tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the teacher's attention. The teacher reserves the right to discipline any student for academic dishonesty, in accordance with the general rules and regulations of Verita. Disciplinary action may include the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole.

C) Teachers should keep accurate records and documents regarding the case and their own resolution and consequences for one year from the end of the term.

D) IB staff should have a discussion of academic honesty, expectations, and consequences within the first two or three class meetings in order to maintain consistency and uniformity with all classes and students.

E) Staff are encouraged to include creative assignments that require original thought in order to reduce the incidents of student dishonesty.

F) Staff have the ultimate responsibility and discretion when grading students who have been dishonest in class; however, faculty also have the responsibility to be fair and equitable to all students within the same class. Therefore, consequences for like offenses must be similar.

G) Grading Policy: It is suggested that each staff member has a consistent grading policy which will be applied in all cases of academic dishonesty. For example, if an assignment where a student is caught cheating is worth more than 15% of the grade, the student may receive a "FAIL" in the class. If the assignment is worth less than 15%, then the assignment can be given a grade of "0."

IV. ADMINISTRATIVE RESPONSIBILITIES

A) Administrators are responsible for knowing and understanding the rules of Academic Honesty to include fabrication, cheating, facilitating academic dishonesty, plagiarism and to take administrative action where necessary.

B) Administrators should facilitate a discussion of Academic Honesty at student orientation to ensure that all students are aware of the Academic Honesty issues on campus and how they will be dealt with.



C) It is the faculty staff's responsibility to check work using **"Turnitin"** in order to verify its authenticity.

D) The IBDP shall provide a report each semester to the Advisory Board to include aggregated data for that semester which includes the number and type of cases reported and the disciplinary actions taken.

V. PARENT RESPONSIBILITIES

- Parents want their children to achieve highly, however this comes with boundaries regarding how much assistance they can give to their child.
- It is essential for teachers to see small errors in punctuation, grammar, and spelling on occasions as this is a teaching point for future lessons.
- Correcting work changes its authenticity and is therefore a form of plagiarism.
- Suggesting alternative words to improve the editing process is not. It is your child's responsibility to add these words and spell them.
- Tutors /third parties who assist students outside of the school day are also bound by these requirements to ensure academic honesty.
- If a teacher feels a homework/essay needs to be redone in view of suspicions of plagiarism this can be undertaken.

VI. STUDENT SANCTIONS

Student sanctions, imposed by the Director, for violations to the academic honesty policy can include any of the following:

- a. Warning
- b. Probation of Student
- c. Internal or External Suspension, depending on the seriousness of the offense
- d. Permanent exclusion

Verita will refer to the Academic Integrity infraction matrix provided by the International Baccalaureate for students who are participating in the IB Diploma Programme. This is non-negotiable. Records of warning letters and the details of infractions will be kept by the DP Coordinator.

IB DP:

The assignment will not be awarded a mark in the gradebook in the first instance of malpractice. The teacher will leave the assignment blank in the gradebook until it is resubmitted. An email will be sent home to inform parents of this.

A second instance will result in a mark of '0' recorded in the Gradebook. An email will be sent home to inform parents of this.



A permanent record of the malpractice will be kept on the student's file until graduation.

Any teacher writing references for colleges or universities, to which the student is applying, will be required to note the malpractice in their reference.

A third incident of this type will result in withdrawal from the IB DP course.

VII. DEFINITIONS

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the campus programs. Such dishonesty includes the following.

A. Cheating:

Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

GUIDELINES:

1. Staff members are strongly encouraged to make every reasonable effort to foster honest academic conduct. This includes adequate communication of expectations about what kinds of collaboration are acceptable within the course. Instructors should state in course syllabi their policies and procedures concerning examinations and other academic exercises as well as the use before examinations of shared study aids, examination files, and other related materials and forms of assistance.
2. Students completing any examination should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
3. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This comment includes, but is not limited to, the services of commercial term paper companies.
4. Students who are required to do a paper in a course should assume that submitting the same or similar paper to different courses (regardless of whether it is in the same semester or in different semesters) is not permitted without the explicit permission of the instructors of both courses.

B. Fabrication:

Falsification, invention of any information, translation, or citation, unauthorized use of translation software in an academic exercise.



GUIDELINES:

1. "Invented" information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the teacher. It would be improper, for example, to analyze one sample in an experiment and covertly "invent" data based on the single experiment for several more required analyses.
2. One must use/acknowledge the actual source from which cited information was obtained. For example, a student may not reproduce sections from a book review and indicate that the section was obtained from the book itself.
3. Students who attempt to alter and resubmit returned academic work with intent to defraud the teacher will be in violation of this section. For example, a student may not change an answer on a returned exam and then claim that they deserve additional credit.
4. Students may not use translation software for foreign language compositions. This is considered an infraction of the Academic Integrity code comparable to copying another's work.

C. Facilitating Academic Dishonesty:

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

GUIDELINES:

1. For example, a student who knowingly allowed copying from his or her paper during an examination would be in violation of this section.
2. Providing information about the contents of an examination to a student who will later take the examination, or taking an examination on behalf of another student, are violations of academic honesty.

D. Plagiarism:

Intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise, including:

- a. the act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work;
- b. the act of putting one's name as an author on a group project to which no contribution was actually made; and
- c. representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works as one's own.



E. The use of AI to write assignments

GUIDELINES:

1. Direct Quotation: Every direct quote must be identified by quotation marks, or by appropriate indentation or by other means of identification, and must be properly cited with author(s) name(s), year of publication, page number(s), footnotes and/or endnotes, depending on the citation style used.
2. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: "to paraphrase _____ comment..." and conclude with a citation identifying the exact reference. A citation acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material.
3. Borrowed Facts or Information: Information obtained in one's reading or research which is not common knowledge among students in the course must be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific laws, etc.
4. Material which contributes only to the student's general understanding of the subject may be acknowledged in the bibliography and need not be immediately cited. One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source. When direct quotations are used, however, quotation format must be used and prompt acknowledgment is required.

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