MySchool

Academic Integrity Policy

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June 2020

Updated: September 2023

MySchool Vision & Mission

Vision:

We go beyond the classic approaches of Education. We offer the most innovative and the latest International Curriculums. We are deep-rooted in our values. We develop critical thinkers and responsible citizens in a peaceful world.

Mission:

MySchool aims to develop a learner who believes in the hopes of the homeland, meets the aspirations of the progress and bears in mind the international changes. A learner who is deep-rooted in the Omani values and heritage, familiar with all the methods enabling to be an inquirer and a lifelong learner.

The IB Mission Statement:

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. (IB)

Philosophy

Academic Integrity policy in the Middle Years Programme and Diploma Programme MYP and DP is a regulation educated by the Learner Profile characteristics. In education, learning and assessment, academic integrity policy stimulates personal morality and engenders an appreciation for others and their work's integrity. Upholding academic integrity also helps to ensure that all students have an equal opportunity to illustrate the understanding and skills they develop during their studies.

> As stated in the IB Learner Profile, all members of the IB community must attempt to be "**principled**," it defines that students should reflect as " *We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences* ". MYP students must demonstrate educational integrity and avoid any form of academic misconduct.

Overview of the Academic Integrity

As part of the MySchool educational goal to award reliable, fair, and recognized outcomes for our learners through credible assessments, this policy has been developed to guarantee a shared awareness of the IB's academic integrity principle. The entire school community is accountable to practice and address Academic integrity. This involves being principled, which is one of the aspects of IB learner profile as well. One must act with integrity and honesty and retain a sense of fairness, respect for the dignity of the individual, groups, and communities. We promote academic integrity and ensure that all school community members support the principles regardless of whether it's an act of student's academic misconduct or school maladministration is intentional or accidental.

Aims of the Academic Integrity

This academic integrity policy is a working document developed by all stakeholders across our school's Middle Years Programme and Diploma Programme. The policy is consistent with the principles and practices of the IB. This document defines our school's academic goals and illustrates the programme designed to help our students achieve these objectives.

The Academic Integrity policy document endeavors to unify the philosophy and beliefs at MySchool regarding academic misconduct and procedure to deal with such cases. This policy aims to deliver an overview and guiding principles for students, facilitators, and all other stakeholders to ensure that academic integrity is maintained in the teaching and learning procedure and their responsibility for producing authentic and real individual and group work. It shows how to correctly credit sources, acknowledge others' work and ideas, the ethical use of information and digital technology and social media, and identify ethical and honest practices during assessments.

This policy also states how the academic team administers students' academic misconduct incidents, ensuring confidence is sustained among students, parents, school, and other stakeholders in the value and credibility as per IB guidelines.

What is academic misconduct?

The IB defines academic misconduct as behavior that results in or may result in the student or any other student gaining an unfair advantage in one or more assessment components.

Definitions and Examples

Table 1: Definitions and explanations of the Academic Misconduct

Violation and its definition	Example	How to avoid
Plagiarism Is the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear, and explicit acknowledgment.	● copying and pasting a context from a source without citing the source. ● Reading or taking ideas from a source and claiming them as your ideas.	● When using someone else's words or ideas, give them credit by adding the author name and reference where you found the information.
Collusion Is supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another.	● Allowing a student to copy your work ● During quizzes, tests, or examinations, you share your answers with another student.	● Make sure to do your work; if you need help, ask your teacher before your classmate. ● While conducting a quiz or test, or examining, avoid talking to classmates or

		looking into someone's answer papers.
Duplication of Work the presentation of the same work for different assessment components	● Re-use the previous English essay homework for another subject or for a personal project.	● Always start a new document for a new homework or required assignment; however, you can still transfer your own knowledge between the subject group.
Cheating Any behavior that gives an unfair advantage to a student affects another student's results (falsifying data, misconduct during an examination, creating spurious reflections).	● Using restricted resources during any type of assessment, such as a cheat sheet or electronic device.	● Keep material to the subjects and electronic devices away or packed in your own bag.

The distinction between legitimate collaboration and collusion

Collaboration is one of the central teaching pillars where an important and effective learning technique suggests working with other students to better address or understand a problem. Meanwhile, collaboration should not lead to collusion by supporting academic misconduct by another student. The students are expected to collaborate equally and independently on their learning activities and assessment with guidance and support from the facilitators.

Preventing Academic Misconduct

To avoid academic misconduct, we encourage good practice by teaching students the skills necessary to be academically honest. This will be accomplished through Approaches to Learning. Students will be taught to cite their work and acknowledge sources as they complete projects that require research. Students will be supervised when working collaboratively and equally. Students will be allocated a copy of this policy and handed an "Honour code" to sign to assure that the student has understood the Academic Honesty Policy.

Level of Consequence

First Consequence

1. Task/Assignment or Assessment not graded.
2. Addressed by the Subject Facilitator and the MYP/DP Coordinator
3. A Note in the School ManageBac / an email sent to the students' parents informing them about the academic misconduct and its consequences.
4. Re-do the task/assignment or the assessment
5. The students must submit a reflection on their academic misconduct.
6. The subject facilitator documents the reflection and shares it with the homeroom facilitator.

Second Consequence

1. Task/Assignment or Assessment not graded.
2. Inform the academic director
3. To be addressed by the subject facilitator, MYP coordinator, and the academic director.
4. Bring attention and address the student's academic misconduct.
5. Redo the Task/Assignment or Assessment not graded.
6. A Note in the School ManageBac / an email sent to the student's parents informing them about the academic misconduct and its consequences.

7. Suspension day could be applicable.
8. Counselling meeting for the students with the Subject teacher and MYP coordinator.

Third Consequence

1. Task/Assignment or Assessment not graded.
2. A meeting with the Homeroom facilitator, MYP/DP coordinator, Academic director, and the parents.
3. Redo the Task/Assignment or Assessment not graded.
4. A letter will be issued stating the malpractice done and the consequences to be faced.
5. A written assignment declaration by the student and parent
6. Two days suspension will be applicable.

Roles and Responsibilities of the Pedagogical Leadership Team

The role of the Academic Director

- Assure that the school's academic integrity policy is aligned with IB expectations and sustains a frequent review.
- Ensure facilitators and students adhere to the school's academic integrity policy and take proper measures in case of its violation in any kind of shape.
- Ensure everybody understands academic integrity and the consequences for IB students if they engage in academic misconduct.

The role of the Programme Coordinator

- Provide facilitators with the necessary guidance to follow the academic integrity guidelines as laid by IB.
- Ensure that facilitators and students are knowledgeable of IB requirements concerning academic integrity (meetings and handouts).

- Agree with facilitators to formulate an internal calendar of all target dates for the assessment's receipt/submission.
- Ensure the safe and confidential storage of exam materials.
- Report any academic misconduct to the school administration, people involved, and/or the IB.
- Supervise the training and issues related to academic integrity through analyzing the needs and situation, data collection and triangulation, training and informing, implementation/taking necessary measures, and follow-up/reporting.

The Role of the Facilitators

- Facilitators are required to provide candidates with the convention for acknowledging all sources.
- Set clear expectations for assignments and guide candidates on how to cite the sources they have consulted correctly.
- Discuss the advantages of submitting assignments that are correctly referenced.
- Be a role model - make sure all shared materials (handouts, presentations, etc.) are correctly referenced.
- Design assignments that do not lend themselves to academic misconduct.
- Understand what constitutes academic integrity and an authentic piece of work.
- Make students aware of what constitutes academic misconduct in their respective classes and how it undermines the learning process.
- Make students aware of the different levels of consequences of academic misconduct.
- Look at any relevant misconduct as a serious issue, not a behavioral problem, and do the needful.
- Use assessments as ways of reinforcing and consolidating academic integrity.
- Plan manageable workload for students.

Role of Students

- Understand and accept academic integrity principles, and face the consequences/challenges associated with them.
- Have a full understanding of the school's and IB's policies.
- Respond to and report the acts of misconduct/maladministration.
- Observe academic integrity in all the tasks they undertake.

Roles of Parents and Legal Guardians

- Understand school and IB policies, subject guidelines, etc.
- Support their children in that regard.

Academic Integrity in Action

The school has adopted the American Psychological Association Style (APA) to implement in the school environment. This style cuts across a large variety of resources and can be used in all the subject-groups. However, for Language and Literature disciplines, Modern Language Association (MLA) style is used.

All the staff have been informed on how to use these styles and how to help students to use them. In the same vein, all the students have been instructed on how to use it whenever they do an inquiry and collect data. The instruction and implementation have been geared to the students' levels as well, that is, grades seven and eight will only be required to use in-text citations while grades nine and ten are to use both in-text citations and references as required in all the assignments, activities, personal projects, community projects, and e-Assessment as well as in all the student work and coursework in the DP.

Moreover, plagiarism checkers will be used to detect plagiarism in student work and coursework. Artificial intelligence will also be used to generate citations for the resources used by students (under the supervision of facilitators).

All the staff are responsible for using these styles in their materials and supervise the students in using it.

Academic Integrity in IB's Standardized Assessments in the MYP and DP

Regarding the coursework and examination conditions, all the leadership team, academic faculty, and administrative team must read and follow the rules and regulations stipulated by the IB in the following documents (the latest version):

- Academic Integrity Policy,
- Middle Years Programme Assessment Procedures, and
- Diploma Programme Assessment Procedures.

The leadership team must also inform and train the school community in this regard.

Integrating Academic Integrity Policy with other school policies

The Academic Integrity policy is a working document and is aligned with the other schools' policies (Assessment policy, language policy, and inclusion policy)

Assessment Policy:

Academic Integrity policy aims to inform our students of the types of misconduct and their level of consequences. It is aligned with our school assessment policy to be aware of the assessment process's instruction to keep away from the subsequent consequences.

Students are made to undertake an academic integrity pledge as a statement of refraining themselves from using any kind of unfair means or practices during an assessment.

During the submission of the assessment tasks, students must show any source works or ideas that are not their own and have been used in any way, such as a quotation, paraphrase, or summary.

Language Policy:

Students are motivated to support their tasks, written assignments, essays, reports, etc., with correct references and citations during the language learning process.

Inclusion Policy:

At My school, we appreciate that every child is different and unique; we motivate children with varying learning needs. All Students studying in inclusive classrooms are expected to know the importance of the academic integrity policy, types of misconduct, and the levels of consequences.

Communication Strategies

This Academic Integrity Policy will be posted on the school website, on the ManageBac platform. It will be discussed with the My school stakeholder and referred to often throughout the school year when the opportunity arises.

Reviewing the Academic Integrity Policy

This Academic Integrity Policy will be reviewed every two years by all the MYP/DP facilitators and the LeadershipTeam. The Academic Integrity Policy shall be reviewed before the start of each new academic session.
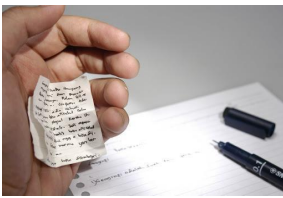
Appendix 1:

Academic Integrity Policy (student Friendly version)

The IB Learner Profile declares that learners are principled, meaning "acting with integrity and honesty, with a strong sense of fairness and justice, and respect for the dignity and rights of people everywhere" (MYP: From Principles into Practice 38). As such, learners should achieve their work with integrity. Carrying out academic honesty ensures that all learners have an equal opportunity to illustrate the understanding and skills they develop during their learning. MySchool is pursuing the IB guidelines, define academic misconduct as behavior that affects in, or may result in, a learner gaining an unfair benefit in one or more assessment elements.

Academic Misconduct includes: -

Types	Definition	How it works	How to avoid
Plagiarism	is the representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment.		When using someone else's words or ideas, give them credit by adding the author name and reference where you found the information
Collusion	Is supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another.	copy and paste	While conducting a quiz or test, or examining, avoid talking to classmates or looking into someone's answer papers.

Duplication	the presentation of the same work for different assessment components		Always start a new document for a new homework or required assignment. However, you can still transfer your knowledge between the subject group.
Cheating	Any behavior that gives an unfair advantage to a student affects another student's results (falsifying data, misconduct during an examination, creating spurious reflections).		Keep material to the subjects and electronic device away or packed in your bag.

The distinction between legitimate collaboration and collusion

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Roles and Responsibilities:

Students:

As a student, you will be able to:

- Learn and practice academic integrity as a part of your learning journey.
- Model the academic honesty in attitude and action when doing the tasks
- Understand that all the tasks following the rules in this policy
- Receive and sign this student version of the policy at the beginning of the year to show understand and agree with the school's academic integrity policy

Families:

We advise parents to support the values of integrity and honesty. Support and help the students with schoolwork but avoid doing it for them.

Procedure

When addressing an instance of academic misconduct, the following action will be taken:

- Inform the parents
- The student will receive zero for the task.
- The student must redo the task.
- Suspend for a day or two days
- Hold a meeting with parents, students, facilitators, and MYP coordinator to discuss the matter and avoid it in the future.
- Written records of the instance will remain in the student's file.

Appendix 2:

Honor code agreement

Honour Code Agreement

Student Name _____

Parent Name_____

As a parent, in cooperation with my child's teachers, I agree to help my child understand the importance of " Academic Integrity." This implies teaching and assisting my child in creating his/her own work and appropriately citing the sources. Parent Signature:_____ Date:_____
As a student: ● I have read and understood Academic Integrity. ● I will do my work on my own ● I will ask for help when I need support. Student Signature:_____ Date:_____
Year Level: Academic Year:

References

- "Academic Honesty - Middle Years Programme", International Baccalaureate Organization, 2014 updated in 2016
- MYP: From Principles into Practice, International Baccalaureate Organization, for use from September 2014/January 2015
- Program Standards and Practices (IBO 2019)
- Academic integrity (IBO 2019)
- Effective citing and referencing Published August 2014)
- DP guides and relevant documents