



## **IB World School at Plano East Academic Integrity Policy**

### **Rationale/Purpose**

Academic integrity is a guiding principle in education and a choice to act in a responsible way so that others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic and honest scholarly work.

Academic honesty in the IB is a principle informed by the attributes of the IB Learner Profile. In teaching, learning, and assessment, academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work. Upholding academic honesty also helps to ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies. In all of their studies for the Diploma Programme, students must demonstrate academic honesty and avoid any form of academic misconduct. (For more on this topic, see *Academic Honesty in the Diploma Programme*. IB Publications. [occ.iob.org](http://occ.iob.org))

The Honor Code intends to reduce the level of unhealthy competition in the school by shifting peer pressure away from cheating and toward ethical behavior. Furthermore, we hope to “embed an ethical culture, not just a list of rules and penalties” (Ac Integrity 7). Long after students leave Plano East, we hope that the values and standards instilled will follow our students into their daily lives and influence the ethical choices they make.

### **Academic Misconduct**

According to “Academic Integrity”, “The IB defines academic misconduct as deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behavior that may disadvantage another student is also regarded as academic misconduct. It is also an act that potentially threatens the integrity of IB examinations and assessments that can happen before, during or after the completion of the assessment or writing time of the examination, both paper-based and on-screen” (23).

According to “Academic Honesty in the Diploma Programme”, misconduct may be accomplished by any means whatsoever, including, but not limited to, the following:

**Plagiarism:** the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. Copying work is not restricted to published text on the internet or elsewhere, but can include the reuse of work submitted in past examination sessions by the same or other student(s) that might not be published. Copying pieces of art such as paintings and music is also considered plagiarism as is copying computer programming codes. Plagiarism even occurs when students memorize text and

then reproduce it in written or oral examinations or when a source is translated and used in the target language of the assessment. (46)

**Collusion:** supporting academic misconduct by another student.

- For example, allowing one's work to be copied or submitted for grading by another; talking, signing or gesturing to another student during an assessment; collaborating on an assignment or assessment that is meant to be completed individually; or posing as another person when submitting work.

**Duplication of Work:** This is defined as the presentation of the same work for different assessment components and/or IB diploma requirements.

- For example, submitting the math internal assessment (or something similar) as the extended essay is not allowable.

**Misconduct during an examination,** including the possession of unauthorized material

**Disclosing information to another candidate, or receiving information from another candidate,** about the content of an examination paper within 24 hours after an IB examination

**Other: Any other behavior that gains, or attempts to gain an unfair advantage for a candidate or that affects the results of another candidate, including, but not limited to:**

- Falsifying a CAS record
- Making up data for an assignment
- Using an unauthorized calculator during an examination
- Concealing and/or using unauthorized software on a graphic calculator
- Causing a disturbance for another candidate testing
- Taking unauthorized material into the examination room, including a mobile phone, an electronic device, rough paper, notes, etc.
- Copying the work of another student
- Failing to comply with the instructions of the invigilator/teacher during an examination
- Stealing examination papers
- Disclosing or discussing the content of any assessment with a person not present during the assessment

## **Use of AI Tools in IB Courses**

Statement from IB Regarding AI Tools (from Dr. Matt Glandville, Head of Assessment Principles and Practices, 3/1/23) - *The IB believes that artificial intelligence (AI) technology will become part of our everyday lives—like spell checkers, translation software and calculators. We, therefore, need to adapt and transform our educational programmes and assessment practices so that students can use these new AI tools ethically and effectively. The IB is not going to ban the use of such software but will work with schools to help them support their students on how to use these tools ethically in line with our principles of academic integrity.*

*Students should be aware that the IB does not regard any work produced—even only in part—by such tools, to be their own. Therefore, as with any quote or material from another source, it must be clear that AI-generated text, image or graph included in a piece of work, has been copied from such software. The software must be credited in*

*the body of the text and appropriately referenced in the bibliography. As with current practice, an essay which is predominantly quotes will not get many, if any, marks with an IB mark scheme.*

The IB World School at Plano East will follow the IB guidance related to student use of artificial intelligence assistants (ex. ChatGPT, Grammarly, Google Gemini, etc). If a student chooses to utilize an AI tool in their work for an IB course, the text/graphic/image produced by the AI tool must be cited as being from the tool used in order to indicate the excerpt is not the student's work, similar to citing quotations from another author. Furthermore, students should be aware that AI is not an accurate research tool and is known to create false sources of information.

## **Student Responsibilities**

According to "Academic Integrity", "All IB community members, including students, should aim to achieve and develop the IB learner profile attributes. From a young age, IB students are expected to be able to distinguish between what is right and what is wrong. In the context of academic integrity, one of the most important attributes is to be "principled" and all students participating in IB programmes are expected to act honestly, responsibly and ethically" (15).

Students are expected to submit authentic, original work that reflects their own learning, analysis, and understanding. When a student uses another's ideas, writings, or research in written and oral materials and/or artistic products, they must give credit.

**When a student is unsure about what kind of help is allowable for an assignment or assessment, they are responsible for asking the teacher directly.**

Students are expected to refrain from:

- receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutorials, essay writing or copy-editing services, pre-written essay banks or file sharing websites. Online translation tools are not permitted.
- giving undue assistance to peers in the completion of their work. (Ac Integrity 16)
- copying another student's work, even when the assignment is not being graded.
- using unauthorized materials, software, or devices in a testing situation.
- fabricating data for an assessment.
- displaying misconduct during classroom assessments or IB examination sessions.
- submitting old tests, IB mark schemes (without teacher permission), reports, projects as one's own work when they are not.
- sharing/discussing questions on any assessment before all students have taken the assessment.

Students are expected to:

- complete all assignments, tasks, examinations and quizzes in an honest manner and to the best of their abilities.
- have a full understanding of their school's and the IB's policies.
- respond to acts of student academic misconduct and report them to their teachers and/or programme coordinator. (An anonymous tipline is available to all students for reporting dishonest behavior to administration.)
- show a responsible use of the internet and associated social media platforms. (Ac Integrity 16)

- submit assignments to TurnItIn when requested.
- carefully paraphrase and fully document another person's intellectual property.
- comply with teacher expectations regarding collaboration and approved sources for completing assignments.
- understand the difference between collaboration and collusion.
- follow all rules during classroom/ IB assessments and examinations.

### **Teacher Responsibilities**

At the beginning of each course, the teacher will clarify what constitutes a violation of the Honor Code in their class. This should include an explanation of:

- the extent to which collaboration or group participation is permissible in preparing term papers, laboratory exhibits or notebooks, reports of any kind, tests, quizzes, examination, homework or any other work.
- the extent to which the use of study aids, websites, books, data, or other information is permissible to fulfill course requirements.
- guidelines on what constitutes plagiarism, including requirements for citing sources.

During the course, teachers will:

- provide opportunities for students to utilize appropriate research practices and model success.
- provide reasonable assignments and appropriate time to complete them.
- break down large assignments and create checkpoints to ensure student engagement and understanding.
- use Turnitin to confirm authenticity of assignments and assessments.
- provide clear guidelines on appropriate behavior and processes for group projects, individual assignments and subject-specific assessments.
- indicate to students when collaboration is acceptable.
- teach proper use of citation and referencing in that particular subject area along with age-appropriate guidance on expected behaviors and relevant examples.

To minimize the opportunities for students to partake in collusion, misconduct, or academic dishonesty, teachers may:

- ensure no student has a cell phone during an in-class assessment.
- change seating arrangements during exams.
- use "Go Guardian" during computer assessments.
- provide pens/pencils to avoid "camera pens."
- place desks far enough apart so students can not read each others' answers.
- differentiate homework assignments so students are less inclined to copy a peer's assignment.
- vary assessments and labs from year to year.
- be vigilant while assessments are taking place (walk the room rather than sitting at a desk, sit behind the students rather than in front of the room).

### **DP Coordinator/School Responsibilities**

- Be familiar with the IB Academic Honesty policies and documents.
- Know the consequences of being found guilty of misconduct.
- Establish a school culture that actively encourages academic honesty by emphasizing the IB learner profile.
- Support the IBO fully in the prevention, detection and investigation of misconduct.

- Confirm that the Academic Honesty policy is shared with all students at the beginning of the year.
- Serve as a contact point for teachers who are working with students who have engaged in academic dishonesty.
- Provide the Academic Honesty policy to parents at the beginning of the school year.
- Share the examination procedures and policies with the students through TOK in April, and post the IB-provided posters throughout the building during testing.
- Maintain a centralized testing calendar to ensure that students are not studying for more than 3 IB assessments on any given day during the school year.

### **Parent Responsibilities**

As stated in “Academic Integrity in the IB”: “In order to support their children and the school, parents must accept that the principle of academic integrity is a fundamental part of the IB’s educational philosophy. Parents should also understand the regulations and policies that the IB expects schools, coordinators, teachers and all students to observe. If they have questions or doubts as to what is expected, parents should be directed to approach the school for clarification. Schools are advised to encourage parents and legal guardians to take note of the IB’s policy on plagiarism, which is the most common form of misconduct” (17).

- Parents should never complete work for a student.
- Parents should talk with their students about balance and help them manage deadlines and workload.
- Parents should teach students how to advocate for themselves.
- Parents should review and understand the Learner Profile traits and their importance.

### **Procedures - reporting, recording and monitoring**

When a teacher has reason to believe that academic misconduct has occurred, the following steps will be taken:

- The teacher will investigate the matter with the student(s) involved. Any issues with IAs, EAs, or the extended essay must be reported to the coordinator.
- The teacher will communicate the outcome of the investigation to the DP Coordinator and contact the parent if consequences will be assigned. If the teacher confirms that the student has engaged in academic misconduct, they must complete a report on Review 360 - the school’s disciplinary management system. Depending on the offense or number of offenses, the teacher will decide whether to report as a teacher managed incident or whether to report as an office referral for admin review.
- The coordinator and counseling team will look at 360 reports during weekly KidTalk meetings.

### **The rights of the student, if an investigation ensues:**

- Students suspected of academic misconduct will be required, through the teacher or school’s administration, to present a written statement that addresses the suspicion of academic misconduct. If a student chooses not to write a statement, the investigation (with consequences) will still proceed.
- Based on this statement and teacher/coordinator conversation, the student may be called upon to meet with a committee who will listen and assign consequences that are commensurate with the offense as well as with the student’s previous history at the school. In this situation, a parent will be notified of this meeting.

**Consequences of academic misconduct:**

Internal consequences may be imposed by the school for incidents of academic misconduct relating to homework, classwork, and internal exams which do not involve internally and externally assessed final pieces of official IB examination work.

- If a student cheats or plagiarizes on work they have turned in, the teacher will have a conversation with them immediately. The student may receive a zero for the entire assignment and may or may not qualify for make up of the assignment subject to the teacher's discretion.
- After due process, Plano East Senior High School's administration reserves the right to assign additional penalties based on the severity of the offense up to and including removal from the International Honors or International Baccalaureate Program.
- The severity of consequences will be commensurate with the offense and will increase if a student has a prior history of proven academic dishonesty.
- A record of the incident will be kept by the school administration as well as by the DP Coordinator.

**Measures Taken to Provide Education and Support**

- Every teacher will begin the year by talking about what constitutes academic misconduct in their class as indicated in Teacher Responsibilities. This information will be reinforced throughout the year and particularly when students are working in groups or on projects.
- The DP Coordinator will discuss the academic honesty policy at each grade level at the beginning of each year, beginning in grade 9.
- Through TOK, students will study the connection between the IB Learner Profile traits and the school's academic honesty policy.
- Students will sign the academic honesty policy at the beginning of the school year.
- Students will receive training in citation and research skills as part of all courses but particularly through TOK and English in DP Years 1 and 2.

**Attendance Guidelines Related to Academic Honesty**

- If a student misses school on the day of a classroom test or quiz, or on the day that a major project is due, the IB teacher may make note of this absence and may reach out to a parent or guardian.
- If a student is absent a second time on the day of a test, quiz, or project, the teacher may inform the IB Coordinator. Depending on the situation(s) and reasons for absences, they may request that the student, guardian, and IB Coordinator meet to discuss the situation and possible consequences.
- If the student misses school for part of the day and arrives after the period that a scheduled test, quiz, or project is to be administered or is due, or if the student leaves school before the period that a scheduled test, quiz, or project is to be administered or is due, the teacher may notify the IB Coordinator in order to document the absence and contact the student's parent.
- Students absent the class day before a scheduled quiz, test, or project is to be administered or is due may be expected to take the quiz, take the test, or turn in the project on the day it is to be administered or is due.
- Haphazard attendance patterns will result in a meeting between the student, parent, IB Coordinator, assistant principal, and head of school to determine whether the student will continue in the IB programme.

### Issues Regarding Integrity- Summary

- Issues regarding integrity will first be addressed by the teacher directly with the student in order to establish understanding of the issue and/or behavior by the student. The meeting will be documented and the expectation established that the issue and behavior will not continue. The teacher will record the incident in 360 and notify the parent, subschool principal, and IB coordinator.
- If ongoing issues regarding integrity continue with the student, the IB coordinator and school administrator will meet with the student and guardian to address the issue. The meeting will be documented and the expectation established that the issue and behavior will not continue.
- If integrity issues become persistent, an IB candidate may be removed from the IB World School at Plano East.

The following documents were used to guide the development of our policy:

Academic Integrity, 2019, ibo.org

<https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf>

Allen High School IB Assessments Policy

City Honors Academic Honesty Policy

<https://cityhonors.org/academics/international-baccalaureate-program/ib-diploma-program/>

Dakota Ridge IB Integrity Policy 2023

<https://docs.google.com/document/d/1LPOy2j9iSBQISFD6tHcxNT3nSrib2oBeT6lypmUhXww/edit>

General Regulations: Diploma Programme 2014

<https://www.ibo.org/globalassets/publications/become-an-ib-school/dp-general-regulations-en.pdf>

LD Bell Academic Honesty Policy

Tamagawa Academic Honesty Policy [https://www.tamagawa.jp/academy/ib\\_e/dp/academichonestypolicy.html](https://www.tamagawa.jp/academy/ib_e/dp/academichonestypolicy.html)

Review of IB World School Academic Honesty policy

This policy is updated and reviewed annually by the IB World School community and remains a fluid document.

Updated February 2024