



# Akal Academy, Baru Sahib

## ACADEMIC INTEGRITY POLICY

### **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.

### **Akal Academy Mission Statement**

Akal Academy aims at developing young people who have cultivated mind imbued with a spirit of inquiry, thirst for knowledge, respect for diverse world cultures and a keen desire to serve the community in which they live and work, as well as aspire to serve humanity at large through their spiritual values and knowledge acquired through modern education.

### **Akal Academy Vision**

Our vision is to establish permanent peace in the world through value based education and spiritual rejuvenation, creating good global citizens.

### **IB Rules and expectations regarding Academic Integrity**

According to the IB, Academic integrity "... must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling and taught skills." (IBO, 2007)

11.2 Where materials submitted to IB contain a third party copyright material, information about the source should be included in the submission to enable IB, if necessary, to seek permission from the copyright holder to use the material.

### **Akal Academy Integrity Philosophy**

Akal Academy aspires to make the students inquirers and constructivist learners. This necessitates independent perspective building and expression which can only be possible if students think for themselves and teachers/school create/s a safe and secure learning environment that promotes this.

We understand the responsibility of the school community to ensure the integrity of all work and the significance of producing authentic and original work.

## **Expectations:**

The Academic Integrity policy:

- Makes the school's philosophy clear and is aligned with IB guidelines.
- Describes the rights and responsibilities of the school community.
- Articulates responsibilities for teaching a variety of practices related to academic integrity and reflects its five fundamentals- honesty, trust, fairness, respect and responsibility.
- Clearly states what good practice is and what is misconduct and what actions are to be taken if there are transgressions.
- Has been reviewed annually

## **Integrity and the Learner Profile**

We at Akal Academy believe that Academic integrity is the responsibility of the school community including teachers, students and parents. We strive to make students and teachers:

- **Principled:** We make sure that our work is always our own and reference other's work by quoting, citing or paraphrasing appropriately.
- **Knowledgeable:** We know and use correct citation practices such as referencing in our written tasks.
- **Inquirers:** As curious learners, we develop the skill for inquiry and research. We use multiple sources and make references.
- **Thinkers:** We exercise initiatives to make reasoned, ethical decisions respecting intellectual property rights of other persons.
- **Open-Minded:** We seek, evaluate and appreciate a range of points of view, and are willing to grow from the experience of others.

## **Academic Integrity Rights and responsibilities**

### Rights of students

- Are explicitly taught the attributes and the approaches to learning needed to demonstrate academic integrity
- Access library resources that enables them to develop information and media literacy skills to support Academic integrity in research
- Can challenge a charge of academic misconduct
- Can request a review of a decision regarding academic misconduct

### Responsibilities of students :

- Students must acknowledge and support honesty and integrity as a core principle of the school's vision and mission.
- Students must act with honesty, integrity and in a responsible and ethical manner.
- Students are accountable for their actions and work handed in as their own original work.
- Students must produce original work and acknowledge the source / work / ideas of others.
- Quotation marks must be used when using words of others.
- Students should also give credit for copied, adapted and paraphrased material.

### Responsibilities of teachers:

- Model academic integrity and make sure all shared materials (handouts, presentations etc.) are correctly referenced.
- Teachers are expected to make students understand the difference between collusion and collaboration.
- Inculcate the approaches to learning needed to help students develop academic integrity.

- Teachers should set clear expectations for assignments and provide guidance to students on how to correctly cite the sources they have consulted.
- Assignments, when possible, should be designed in such a way that they do not lend themselves to academic misconduct.
- Communicate the expectation of task, including academic integrity.
- Inform students and guardians about actions being taken by school related to academic integrity

#### Responsibilities of the school :

- Ensures that students have access to relevant information, and understand what constitutes as academic misconduct, and what the possible repercussions might be.
- The Academic Integrity Policy is made available to all stakeholders
- Provides a supportive learning environment that allows students to receive information and also offer guidance to develop academic skills.

#### Responsibilities of School leadership:

- Makes sure that academic integrity practices are followed by all staff members and students in the school.
- Incidents involving breach of academic integrity will be treated as “teachable moments” to counsel young students’ and assign remedial / exemplify behaviour .Students will be sensitized to the consequences of dishonesty.
- Any member of staff who fails to ensure adherence to best practice regarding academic integrity, will be counselled. If found repeatedly violating the codes of integrity will undergo disciplinary procedures by the school leadership team.

#### Responsibilities of Parents:

- Parents are encouraged to ask for a clarification if there is anything about the Academic Integrity Policy they do not understand.
- Parents should understand that disproportionate external support from outside the school whether paid or unpaid, may constitute a form of academic malpractice.
- Parents should refrain from inappropriate levels of support with student’s work.
- Parents and the school should maintain open and honest channels of communication on related matters.

### **Connection to the other policies**

#### **Academic integrity and Admission:**

If students cannot come to school to take entrance exams, a representative from the associate schools or admission cell will invigilate on our behalf. Students are expected to be fair while giving the test within the campus/outside or from home virtually.

#### **Academic integrity and inclusion:**

Students with identified learning needs are supported through alternative plans IEP/ILP. These students are provided with detailed guidance in developing the skills necessary to uphold academic honesty standards.

**Academic integrity and assessment:**

We strive to develop in students the skills needed to demonstrate integrity when completing assessments. Students are explicitly taught to be principled and honest about their work while appreciating and formally acknowledging the work of others. We encourage teachers to design tasks that lead students to produce original and authentic work.

**Academic integrity and language:**

We aim to instil in each student respect and responsibility for languages. Through their language learning, students are expected to be principled learners in furthering their language development.

**Academic misconduct / consequences of academic integrity intervention**

**Authenticity of Work:** Students must produce original work and acknowledge work /ideas of others. Quotation marks must be used when using words of others. If paraphrasing views/speech/thoughts of others then the speaker must be acknowledged in the parenthesis. When using templates/ worksheets/ ideas the source must be acknowledged clearly at the bottom of the page.

**Action for violation:** The students will be counselled, made to reflect and asked to redo the work. A notation to that effect will be made in students' record of work/teacher's Log book/anecdotal record. Erring teachers will be counselled and made to reflect by the PYP Coordinator.

**Conduct during Assessments:** During preparation for assessments, students must be courageous and principled resisting all temptations to resort to dishonest means. Necessary accommodation and differentiation must be made by teachers as per the individual needs of the students so that the assessments are fair and non-stressful.

**Action for violation:** If a student is found violating the code of honesty during the assessments, he/she will be counselled, made to reflect and will be scrutinized during prep time.

If a teacher is found to be negligent during administration of assessments, he/she will be counselled PYP Coordinator and put under scrutiny. The teacher must submit an undertaking, in writing, assuring the PYP Coordinator that the negligence will not be repeated. If found repeated, it's reported to the Principal/Head of School for suitable disciplinary action.

**Plagiarism:** Representation of other people's ideas/work as one's own is clearly an act of academic dishonesty. The following acts, among others, will be considered plagiarism:

- using information, photos, music, graphs, maps and other materials from the internet, directly or in a restated form, without acknowledging the source.
- Copying a statement or more from a book or the internet without acknowledging the source in quotation marks and in the bibliography/as a footnote.
- Copying materials, answers or work from other students with or without their knowledge.
- Getting a sibling/friend/parent to complete the work. While guidance from such sources is welcome, words/works that are not student's own will determine whether it is guidance/support or plagiarism.

**Action for violation:**

The student will be counselled and given the opportunity to submit the work afresh within a stipulated time.

**Collusion:** Collusion occurs when someone agrees to let someone else copy work, or when someone actually 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.

**Action for violation:** Individual work that is a product of collusion will be reassigned to both the colluding students after counselling.

**Corrective measures:** Incidents involving breach of academic integrity will be treated as ‘teachable moments’ to counsel young students and assign remedial work to modify/exemplify behaviour.

Nursery to Grade 3: These students will be sensitized to the consequences of dishonesty.

1. “The person whose ideas you have borrowed will not get the recognition they deserve.”
2. “You may be accused of being dishonest and untrustworthy. Others will find it difficult to respect you.”
3. “Your teacher will think that you understand more than you really do, and may not give you so much help with your learning.”
4. “If your teacher finds out you have used someone else’s ideas without saying so, you will get a lower grade or score for your assignment or you may be asked to do the assignment again.”
5. “If you do this when you are older in an examination or test, you may not receive the qualifications you need or may even face criminal charges.”

Depending severity of violation, 4th - 5th Graders may face actions such as, but not restricted to:

- Maintain anecdotal record of such incidents in student’s record.
- Issuance of warning letter
- Work not graded and same mentioned in the report/record

### **IB standards and Practices for Academic integrity**

#### **Culture 3: The school implements, communicates and regularly reviews an academic integrity policy that creates cultures of ethical academic practice. (0301-03)**

Culture 3.1: The school implements and reviews an academic integrity policy that makes the school’s philosophy clear and is aligned with IB guidelines. (0301-03-0100)

Culture 3.2: The school clearly describes in its academic integrity policy the rights and responsibilities of all members of the school community, what constitutes good practice and misconduct, and the actions that are to be taken if there are transgressions. (0301-03-0200)

Culture 3.3: The school articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals: honesty, trust, fairness, respect and responsibility. (0301-03-0300)

Culture 3.4: The school ensures that relevant support materials, resources and structures related to the academic integrity policy are implemented. (0301-03-0400)

Culture 3.5: The school monitors and evaluates the impact of the academic integrity policy to ensure that it regularly informs learning and teaching across the curriculum and that school’s procedures are transparent, fair and consistent. (0301-03-0500)

#### ***Culture 6: The school implements, communicates and regularly reviews its IB- mandated policies to ensure they are cohesive and reflect IB philosophy. (0301-06)***

Culture 6.1: The school implements processes with consideration of the relationship between its IB-mandated policies. (0301-06-0100)

Culture 6.2: The school documents its IB-mandated policies and communicates them to the school community. (0301-06-0200)

Culture 6.3: The school considers physical and virtual spaces in all of its IB-mandated policies. (0301-06-0300)

Culture 6.4: The school articulates a planned integration of human, natural, built or virtual resources in all of its IB-mandated policies. (0301-06-0400)

Culture 6.5: The school considers the learner profile in all of its IB-mandated policies. (0301-06-0500)

Culture 6.6: The school considers international-mindedness in all of its IB-mandated policies. (0301-06-0600)

Culture 6.7: The pedagogical leadership team uses the school's IB-mandated policies in decision-making and curriculum development. (0301-06-0700)

### **Review Cycle**

Following a full review by Teachers, Parent representatives, Mentors and the Pedagogical Leadership Team, this policy was first adopted in 2014; reviewed and updated annually in February / March with modifications wherever applicable.

### **References**

- Rules for IB World Schools document 2020
- Academic Honesty 2007 (IBO)
- Academic Integrity Policies of other schools
- Academic honesty in the IB educational context 2014
- The IB Standards and Practices document 2020