



Academic Integrity Policy

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PURPOSE

The purpose of the policy is to provide guidance and awareness of the academic integrity principles and expectations at Beacon Private School (BPS); provide details of the different forms and categories of academic misconduct (not limited to) as well as provide guidelines, learning opportunities and best practices to create learning communities where integrity and honesty are the cornerstone.

The policy also outlines the responsibilities of learners, teachers, parents, department coordinators, subject leads and the learning leadership team to ensure an environment of integrity, trust, fairness, and respect as well as establishing procedures to track and report cases of academic misconduct and defining subsequent consequences.

SCOPE

The academic integrity policy applies to all learners, teachers, members of the Learning Leadership Team and school community and applies to all subjects and grade levels which is aligned with the values of the school as well as the mission and expectations of the IB (International Baccalaureate).

The understanding of integrity is developed throughout Elementary towards Secondary school scaffolding the access to research, understanding the responsibilities of learners, developing the necessary skills and self-management to present work in an ethical manner.

REVIEW PROCESS AND COMMUNICATION

The academic integrity policy is reviewed annually by the Learning Leadership Team which consists of the head of school; principal; IBDP coordinator; secondary, elementary, and early childhood coordinators; subject leads; and assessment coordinator to ensure alignment with the school's learning philosophy and values; and the IB's mission and expectations.

COMPLIANCE AND RESPONSIBILITY

All learners, teachers, staff, and the school community are expected to promote and uphold the principles of the academic integrity policy and adhere to the guidelines and procedures stated within it. Changing anything in this policy must be approved by the Head of School and Principal. Failure to adhere to the principles and guidelines in the policy may result in (and not limited to): marks/ grades not being awarded, written warnings, recommendations for the removal from leadership positions or positions of responsibility, suspension from school; disqualification to sit the IB examination; course disqualification; universities informed; non-attendance of the graduation and not being awarded the IB diploma.



AVAILABILITY

The most up-to-date version of this policy is accessible to all learners, parents and staff through learner, teacher, and parent handbooks and on the school website. Additionally, teachers can find this policy in the Team Teachers' Group.

GENERAL STATEMENT

At BPS, academic integrity is expected and supported in all areas of study. Academic integrity is an increasingly key area of learning, given the wide availability of information online, AI and the technology commonly used by learners. Therefore, BPS strives to help learners to develop the necessary attitudes and skills needed to research and present work in an ethical manner.

IB LEARNER PROFILE

"At the centre of international education in the IB are students with their own learning styles, strengths, and challenges. Students come to school with combinations of unique and shared patterns of values, knowledge, and experience of the world and their place in it.

Promoting open communication based on understanding and respect, the IB encourages students to become active, compassionate lifelong learners. An IB education is holistic in nature—it is concerned with the whole person. Along with cognitive development, IB programmes and qualifications address students' social, emotional, and physical well-being. They value and offer opportunities for students to become active and caring members of local, national and global communities; they focus attention on the processes and the outcomes of internationally minded learning described in the IB learner profile.

The learner profile is the IB's mission in action. It requires IB learners to strive to become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers (courageous), balanced and reflective. These attributes of internationally minded people represent a broad range of human capacities and responsibilities that go beyond a concern for intellectual development and academic content. They imply a commitment to implement standards and practices that help all members of the school community learn to respect themselves, others, and the world around them.'

(2015 Diploma Programme: From Principles into Practice Guide, page 8)

This means that, when creating an authentic piece of work, we are expected to:

- undertake research on what is already known
- analyse the research in the context of the work to be produced
- compare and/or contrast existing knowledge against our own findings/thoughts/opinions
- synthesize and present the document in an appropriate way for the expected audience
- acknowledge all contributing sources appropriately.

(Effective citing and referencing, 2014)



PRINCIPLES AND EXPECTATIONS

At BPS, the following academic integrity principles are supported and expected:

- Learners never claim the ideas, data, or research of others as their own.
- All work submitted by learners, for whatever purpose and in whatever context, must be the result of their own original and authentic efforts.
- All information used from other sources to support submitted work must be clearly cited and referenced using the agreed upon format.
- Showing proper conduct during examinations
- Learners display responsible behavior and acknowledge others' work or ideas used in their own work.
- Teachers promote academic integrity and address the issue by following the policy.
- Learners act with integrity and integrity, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. They take responsibility for their actions and their consequences.

CATEGORIES OF ACADEMIC MISCONDUCT

Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear, and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

Collusion is defined as supporting academic misconduct by another person, for example allowing one's work to be copied or submitted for assessment by another.

Misconduct during an examination includes taking unauthorized material and devices into an examination room, disruptive behavior and communicating with others during the examination.

Duplication of work is defined as the presentation of the same work for different assessment components and/or course requirements.

Reference: IB Diploma Academic Integrity (2007)

LEARNER RESPONSIBILITIES

Read, understand, and comply with all directions given by the teachers specified in school policies and guidelines. Clarify with teachers if you are uncertain about the task requirements.

Practices to avoid plagiarism:



- Paraphrase, summarize, or use direct quotes with proper format, punctuation, and citation mechanism in submitted works whether in draft or final forms.
- Acknowledge sources using in-text citations and Works Cited page by following the most recent version of Modern Language Association (MLA) format across all subjects.
- Copy-paste text directly from the internet or other sources into your assignments or drafts is discouraged. Learners must use quotation marks or proper format for direct quotes.
- Keep notes, journals, and rough drafts available to show authenticity of your work.

Practices to avoid collusion:

- Inform the teacher if you plan to work closely with another learner for an individual task.
- Abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other learners, private tutors, essay writing or copy-editing services, pre-written essay banks, AI or file sharing websites. Abstain from giving undue assistance to peers in the completion of their work.
- Show a responsible use of the internet and associated social media platforms.
- Avoid copying from another learner's original work.
- Avoid sharing electronic copies of your original work.
- Do not discuss assessment questions or answers with other learners who take the same assessment at a later session within 24 hours.

Practices to avoid duplication of work:

- Do not submit the same work to more than one course. You may use one work as a starting point for another assignment or project as an extension and deepening of your learning. Consult your teacher before you undertake this task. In this case, reference yourself in the new work.

Practices to avoid other improper behavior leading to a breach of academic integrity:

- Ensure your work is prepared and completed by yourself—not by tutors, parents, other learners, or any translation devices.
- Refrain from bringing or using unapproved devices or technologies into a testing location.
- Refrain from bringing any written materials, notes or devices into a testing location unless prior approval is obtained.
- Unequal group contribution- It is also considered academic misconduct when a group is assigned an assignment/ task as a group and the individuals do not do an equal share of the work. E.g. one member does the assignment and the other members copy from him/her instead of contributing their share or not contributing at all and taking the credit for the work completed.



SUPPORTING IBDP LEARNERS

At BPS, subject teachers, Extended Essay supervisors, IBDP coordinator and the Learning Media Center (LMC) Coordinator all collaborate on supporting and educating the IBDP learners on the best practices of academic integrity. This is done by:

- Making the learners aware of all kinds of plagiarism, note taking, citation, bibliography format and how to properly conduct a research paper or prepare an oral presentation.
- Setting clear expectations and providing guidance to learners during the writing process.
- Modeling academic integrity and integrity by citing and attributing sources when using a text for a lesson

PROCEDURES AND CONSEQUENCES

In Elementary School, the expectations are set by the teacher with advice from the curriculum coordinator and the support of the Learning Media Center (LMC). Middle School learners are expected to use the MLA format. Specific class time will be dedicated to instructing learners on how to use MLA format. Learners are also encouraged to use automatic referencing programs as appropriate. In the High School it is expected that the school uses Turnitin, and learners and staff are instructed on its purpose and use.

Prior to sitting for the IBDP examinations, the *Notice to Candidates and Items Not Permitted instructions* are explained and provided to learners. These instructions must be observed for all IB examinations. Failure to comply may result in no grade being awarded for the subject being examined. Learners may contact the IBDP Coordinator if they have any questions regarding these guidelines.

Learners engaging in academic misconduct for the first time provide an opportunity of learning. While breaching academic integrity at any level is a grave concern, BPS recognizes the opportunity for the learners to correct their behavior through a series of steps prescribed below. If a learner submits or presented work copied or directly taken from others, deliberately or otherwise, steps prescribed as below will take place. Every case of academic misconduct is dealt with case-by-case and in a way that ensures equity, consistency, procedural fairness, timely resolution, and further learning.

Administrators, counsellors, and teachers use ManageBac to record individual concerns around academic misconduct.

TEACHERS

- Ensure that learners have a full understanding of their school's academic integrity guidelines.
- Ensure that learners understand what constitutes academic misconduct and its consequences.
- Plan a manageable workload so learners can allocate time effectively to produce work according to academic integrity expectations.
- Ensure that all learner work is appropriately labelled and saved to avoid any error when submitting assessment to the IB.



- Develop a plan to cross-reference work across multiple groups of learners when they are preparing to submit final pieces of work for assessment to prevent collusion.
- Respond to learner academic misconduct and support the school's and IB's investigations.

PARENTS

- Understand the school's academic integrity guidelines in the completion of coursework or examination papers by their children, what constitutes academic misconduct, and the consequences
- Support their children's good academic integrity practices.
- Support their children in managing their workload so they can allocate time effectively.
- Refrain from giving or obtaining assistance in the completion of work to their learners during official assessments

IB DP COORDINATOR

- Ensure that the school's Academic Integrity Policy is applied fairly and consistently.
- Ensure compliance with secure storage of confidential IB material policy and the conduct of IB examinations.
- Ensure that teachers, learners, and parents can access and understand the school's Academic Integrity Policy.
- Report suspected instances of learner academic misconduct to the school administration and/or the IB.
- Supervise all activities related to the investigation of learner academic misconduct cases according to the school and/or IB policy.

PROCEDURE TO HANDLE A CASE OF ACADEMIC DISHONESTY

First Official Offence – Teacher at a classroom level

- Dishonest work will not be assessed.
- Work will be rewritten and re-submitted in an appropriate timeframe with a deduction of 20% off the final grade. If an assessment, the teacher will supply an equivalent assessment to be retaken with a deduction of 20% off the final grade.
- A meeting with parents will take place within three days of the academic misconduct identified.
- Additional IB specific consequences such as the following may be considered:
 - Work will not be submitted to the IB for marking.
 - If work has already been sent to IB, the assignment will receive no BPS grade.

Second Official Offence – Department Coordinator (Secondary Coordinator/IB DP Coordinator)

- Dishonest work will not be assessed. A grade zero will be awarded regardless of the subject or nature of the assignment or type of assessment.
- Work will be rewritten and re-submitted in an appropriate timeframe with the final grade being the average of the zero and the grade the learner earns on the resubmitted/retaken assignment or assessment
- IBDP Coordinator will be informed when applicable.
- Parents will be informed in person within three days of the academic misconduct identified. and a note placed on the learner file.
- A series of counseling sessions will be required.
- Second offence in the same course: the subject/ course is awarded nil.
- Recommendation for removal from leadership positions or positions of responsibility.
- Additional IB specific consequences such as the following may be considered:
 - No grade will be awarded in that IB Course both from the IB and BPS if both offenses are in the same course, which may result in disqualification.
 - If the learner is an IB Diploma learner, they may not receive the IB Diploma.
 - Learners not in good standing may not be allowed to participate in graduation activities.

Third Official Offence – Principal

- Parents will be informed in person within three days of the academic misconduct identified.
- Recommend out of school suspension.
- Recommendation for removal from leadership positions or positions of responsibility.
- Dishonest work will not be assessed.
- No grade will be awarded in that course(s).
- IBDP Coordinator will be informed when applicable.
- A series of counseling sessions will be required.
- Additional IB specific consequences such as the following may be considered:
 - Learners suspended from BPS will not be able to sit their IB examinations at BPS.
 - Work will not be submitted to the IB for marking.
 - No grade will be awarded in that IB Course both from the IB and BPS which may result in disqualification.
 - Universities will be informed by both the learner and school.
 - If work has already been sent to IB the IB course will receive no grade.



- All external examination organizations have strict policies on academic integrity. All IB test takers are directed to the IB policy and receive this policy upon registration for examinations. Infringements of these policies will result in the cancellation of the grade or score in the relevant course and loss of the IB Diploma if registered as such.

(Reference: adapted from the International School Bangkok Academic Integrity Policy)

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