



International Baccalaureate Programmes Academic Integrity Policy

Mission Statement

Union Day School's community works together to provide students rigorous content and a rich curriculum that is parallel with the International Baccalaureate ideals of the learner profiles. We strive to build a nurturing environment where each student demonstrates a spirit of respect, responsibility, global mindedness and a commitment to academic and civic excellence.

Vision Statement

Union Day School's vision is to promote and foster thoughtful, caring, and creative students. They will be critical thinkers and problem solvers. Students will be confident, prepared for future success and achieve their academic and social potential as life-long learners in the 21st Century. Global mindedness: We emphasize an understanding of how the world is organized and interconnected and the possibilities and constraints facing its people. Globally literate students analyze and think critically about the world and their roles in it. They become fluent investigators of the world, celebrating our diversity as global citizens.

Philosophy

In accordance with the IB ideals and principles, students attending Union Day School will conduct themselves and align their academic honesty with the attributes and traits of the IB learner profile. UDS students are expected to exhibit "principled" behavior, acting with "integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere, taking responsibility for our actions and their consequences" (ibo.org). Union Day School faculty and staff strive to demonstrate and promote the integrity of academic honesty as our core values.

Definitions

Academic Integrity

We expect our students to demonstrate the following IB Learner Profile in reference to academic integrity: Inquirers, Open-minded, Principled, Thinkers, Knowledgeable, and Communicators. Students will strive to exemplify academic honesty, which is defined as "a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment" (IBO, 2007). We expect our students to adhere to and give proper respect and citations to represent other's work either orally or in written format.

Inquirers: Students possess the skills needed to conduct inquiry research and show independence in learning skills.

Open-minded: Students are open to other perspectives and evaluate a wide range of points of view.

Principled: Students act with integrity and honesty, take responsibility, and are accountable for their actions.

Thinkers: Students use critical and creative thinking skills to analyze, evaluate, and assess global issues.

Knowledgeable: Students explore concepts, issues, and ideas that have local and global significance and meaning.

Communicators: Students express and share ideas with clear articulation.

Academic Dishonesty

Academic dishonesty occurs when the following behaviors are displayed: Copying, collusion, plagiarism, unfair practice, and using unauthorized aids.

Copying: Students knowingly and willingly copying the work of others or allowing others to copy their work and answers. This includes homework, classwork, class activities/projects, presentations (slides, PowerPoint), and/or assessments.

Collusion: Students knowingly and willingly share information on assignments, tests, etc, and represent unequal work as a cohesive collaboration.

Plagiarism: Students representing the work of others as their own (without proper citations).

Unfair Practice: Students falsifying work, sharing passwords, allowing others to complete their work or complete someone else's assignments.

Using Unauthorized aids: notes, study guides, tools, or technology.

Responsibilities Regarding Academic Honesty

Teacher Responsibilities

Union Days School teachers will provide an outline of expectations for assignments. We are committed to instructing and supporting our students in showing respect for the work of others by using proper and current techniques for citing sources. We strive to assist our students to understand why it is important, "proper citation is a key element in academic scholarship and intellectual exchange." (IB Programme, Effective cite and referencing, 2014). To achieve this, Teachers will:

- Plan, develop and implement explicit lessons on citation procedures
- Discuss and illustrate with explicit directions on acceptable collaboration vs. collusion
- Teach students how to use all forms of resources and search engines adequately, including information and communication technology
- Confer/counsel student(s) who have violated the Academic Honesty Policy and advise/remind them of infractions and consequences for the proper occurrences
- Report all violations of the Academic Honesty Policy to the proper channel (parents, other teachers, and/or administrator(s))

Student Responsibilities

Students are expected to pursue all their academics with the utmost integrity and honor in all subject matters. All student work submitted will be their authentic and original work and/or with proper citations where appropriate. Students will:

- Conduct and exhibit academic integrity
- Seek help from teachers when needed
- Be an active participant in their learning
- Report any and all violations of the Academic Honesty Policy
- Avoid engaging in situations where dishonest behavior is displayed
- Sign the Academic Honesty Acknowledgment Form and return it to Homeroom Teacher

Parent/Guardian Responsibilities

Parents/Guardians are expected to be responsible for reading and signing the Academic Honesty Policy form so that their child can return to school. They are expected to reinforce and assist their child to adhere to the Academic Honesty Policy in/out of school. Parent/Guardian Will:

- Understand the academic honesty policy, including the consequences of violations.
- Seek clarification from the school when needed
- Discuss/review the Academic Honesty Policy with their child
- Support Teachers and Administrators in enforcing the Academic Honesty Policy.

DP Coordinator

- Educate Diploma students and parents about the academic integrity policy.
- Inform students' parents on IBO and UDS policies.
- Follow up on any instances of academic malpractice related to internal or external assessments.

Infractions/Consequences

Violations of the Academic Honesty Policy will be handled by Administrator(s) or designated personnel on a case-to-case basis and will comply with the UDS bylaws and regulations.

Infraction Level	Consequences
Level One (First Offense/incident)	<ul style="list-style-type: none">● Redo assignment/test for partial grade● Counsel with Teacher/Write a reflection● Parent notified
Level Two (Second Offense/incident)	<ul style="list-style-type: none">● Zero credit for assignment/test● In-school suspension/after-school detention at the discretion of the Administration● Write reflection● Parent notified
Level Three (Third Offense/incident)	<ul style="list-style-type: none">● Zero credit for assignment/test● Out-of-school suspension● Write reflection● Parent notified● Marked on report card
Warning: Diploma Programme students are reminded that any form of academic dishonesty, including cheating, plagiarism, or collusion, is unacceptable and can have serious consequences. It is imperative for students to uphold the principles of academic integrity and take responsibility for their actions.	

Consequences of Malpractice for Diploma Programme Candidates

If academic malpractice is tied to an assessment required by the IB, such as an internal assessment or external assessment, or the event that a student is suspected of cheating on internal or external exams, UDS follows a strict protocol in accordance with IB guidelines:

Internal Exams:

- The matter is reported to the appropriate school authorities.
- The suspected student is provided with an opportunity to present their case and respond to the allegations.
- If the suspicion is substantiated, the school will not submit the affected work to the IB. Consequently, the student may not fulfill all the requirements for the IB Diploma.

External Exams:

- The matter is reported to the IB examination board in accordance with IB guidelines.
- The suspected student may face disciplinary actions as per IB regulations.
- Depending on the severity of the offense, the student's IB diploma may be jeopardized.

Processes for Detecting and Authenticating Student Work Products:

UDS employs Passed AL, a web-based detection service, to monitor academic honesty for both internal and external assessments. DP students are made aware that Passed AI will be used to check the authenticity of their work.

Utilizing Artificial Intelligence (AI) Tools

The ethical use and proper referencing of artificial intelligence (AI) tools are required. It's essential for students to acknowledge that any work produced, even partially, with the assistance of AI tools is not considered solely their own. Similar to quoting or using material from external sources, AI-generated content must be clearly attributed to the software used. This acknowledgment should appear within the body of the work and be appropriately cited in the bibliography. Failure to do so would constitute a misrepresentation of content, as the work was not originally authored by the student, thereby constituting academic misconduct.

Further guidance at [IB Academic Integrity Policy](#), Appendix 6: Guidance on the use of artificial intelligence tools.

Using Software for Language and Grammar Enhancement

- Several software programs are available to assist authors in refining the quality of their language, ranging from basic spell-checkers to more advanced tools that rephrase sentences. In IB assessments, language and spelling quality are typically not a focal point, and thus, the benefits of using such tools are limited.
- Exceptions exist in language acquisition subjects, where marks are awarded based on sentence structure. In these subjects, the use of such language-enhancing tools is prohibited.

- Bilingual diplomas are of great importance to the IB, and both universities and schools view the language subjects chosen by students as indicative of their proficiency in those languages. Students are prohibited from writing essays in one language and subsequently translating them into another language for submission to the IB.
- For subjects other than language acquisition, the use of spell-checkers and bilingual dictionaries is acceptable.

Students' rights

- Right to Clear Guidelines: Students have the right to clear and accessible guidelines on what constitutes academic misconduct, as well as the consequences of such behavior. This helps prevent unintentional violations.
- Right to a Fair Process: Students have the right to a fair and transparent process when facing allegations of academic misconduct. This includes the right to be informed of the allegations, to present their side of the story, and to have their case reviewed objectively.
- Right to Privacy: Students' privacy should be respected during the investigation of academic integrity violations. Personal information and academic records should be handled confidentially.
- Right to Appeal: Students have the right to appeal decisions related to academic integrity. They should be informed of the appeal process and provided with a chance to have their case reconsidered.

This document is a living document, reviewed and updated annually by the Pedagogical Leadership Team for current content and practice.

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Revised: November 2023

Last updated May 22, 2024

This policy was inspired and adapted from the following sources:

International Baccalaureate Organization, 2005-2023, Appendix 6: Guidance on the use of artificial intelligence tools <https://resources.ibo.org/permalink/11162-58121?lang=en&root=1.6.2.10.15>, Last update: 15/03/2023

Academic integrity policy, International Baccalaureate Organization, Published October 2019

Updated March 2023

https://resources.ibo.org/data/academic-integrity-policy_9798d3b2-b75b-4940-9bb1-e33c6d541add/academic-integrity-policy-en_237ee4dd-b989-426d-b031-d032f5bc8a08.pdf

MYP: From principles into practice (Updated 2022 for use with the latest Programme standards and practices)

https://resources.ibo.org/data/m_0_mypxx_guu_1405_10_e.pdf

Diploma Programme: From Principles into Practice (For use from August 2015)

https://resources.ibo.org/data/d_0_dpyyy_mon_1504_1_e.pdf

Academic Integrity for Internal Assessments, https://resources.ibo.org/data/g_0_iboxx_amo_2009_1_e.pdf

NoodleTools for Students

Academic Honesty Acknowledgment Form

Please read the Academic Honesty Policy carefully, sign the form below, and return it to the Homeroom Teacher. If you have any questions, please contact Joely Lord, Executive Director, at joely.lord@uniondayschool.com

As a Union Day School student, I acknowledge and pledge to abide by the Academic Honesty Policy. I understand that I can always seek help from my teachers and/or Administrator(s) if I have any questions about assignments. I pledge to submit my work as original and authentic and/or with proper citations.

Student Name (Printed)

Student Signature

Date:

As a Union Day School parent or guardian, I pledge to abide by the Academic Honesty Policy. I have read and reviewed this policy with my child. I understand the importance of academic integrity, and I pledge to support my child to adhere to the rules and responsibilities of this policy.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date: