



ACADEMIC INTEGRITY POLICY

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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 programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

DRS Mission Statement

DRS International School (Vision-Mission) is committed:

- To provide our student community with the finest quality, holistic education that meets global qualitative standards in learning and teaching in, across, and beyond disciplines in the sciences, commerce, and arts.
- To inspire in children the love of learning and the joy of discovery; thereby empowering them to innovate and become life-long learners.
- To nurture the uniqueness and individuality of learners while encouraging them to seek out and appreciate diverse perspectives, beliefs, and cultures of people across the world and in so doing develop international mindedness.
- To empower our learning community to collaborate and strive in translating their learning into effective action, thereby promoting progressive thinking and global harmony.

IB LEARNER PROFILE

Inquirers: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators: We express ourselves confidently and creatively in more than one language and many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: 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.

Open-Minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring: We show empathy, compassion, and respect. We commit to service, and we act to make a positive difference in the lives of others and the world around us.

Risk-Takers: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives —intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our ideas and experience. We work to understand our strengths and weaknesses to support our learning and personal development.



DRSIS-ACADEMIC INTEGRITY POLICY

AIMS

- The DRSIS Academic Integrity Policy values the IB learner profile. The school community is expected to be principled and work with a strong sense of fairness, justice, and respect, for the dignity of the self, and others. Students and teachers are expected to take responsibility for their actions and the consequences that accompany them and understand what constitutes academic dis Integrity with direct reference to plagiarism, and collusion.
- All teachers and the administration at the school shall support students in their determination to maintain high standards of academic Integrity. Students are guided to use sources of information, including how to obtain authorization to use that information legitimately. Teachers will do their best to encourage students to develop individual and original ideas and acknowledge the work of others.
- The objective to have this policy in place, is to eliminate as far as is feasible, all cases of academic dis Integrity. The aim is also to uphold and teach the values of academic integrity rather than establish a code of punishment for acts of academic misconduct by the students.
- The Policy is developed within the framework of the IB's expectations as laid out in the IB Academic Integrity 2011, guidelines. Furthermore, the policy aims to create a fair learning environment for all students at the school. This document is to be referred to as the source of information and guidance on issues and actions related to upholding high standards of academic Integrity and an appropriate response to cases of academic misconduct.
- students and parents/guardians will have a copy of the General Regulations, and Diploma programme so that they may understand its concepts, with specific attention drawn to the provisions relating to academic malpractice and its consequences. It will also direct them to the IB website in this regard.

Interpreting the attributes of a learner profile in the context of academic integrity

- **Principled:** Learners to be principled in terms of following timelines, submissions, citing & acknowledging sources and resources, being authentic and original, and owning responsibility towards learning and assessments.
- **Open-minded:** In group work and inquiry, learners are to be open-minded in accepting multiple perspectives, collaboratively working with others, and being open to new ideas.
- **Thinker:** Learners develop a culture of thinking critically, creatively, analytically, and logically to understand ideas and explore new ideas instead of depending on or borrowing from sources.
- **Risk taker:** Learners are to be encouraged to explore, innovate, create, and act in different learning contexts. Learners are to be courageous enough to give a critical and insightful evaluation of sources.
- **Communicator:** Learners to be empowered to express ideas and thoughts clearly, confidently, and creatively while acknowledging sources or giving due credit to the support taken.
- **Knowledgeable:** Learners are to be groomed to be knowledgeable with a purpose and responsibility to further the knowledge pool existing in the world. To this effect, the school is responsible to instill the values of learning and promoting learning.

Implementation of the Academic Integrity Policy at DRSIS

As per the International Baccalaureate Learner Profile, Academic Integrity exemplifies the important attribute of being “Principled”.

The following measures are taken in DRS to ensure that academic honesty is implemented:

- Orientation for teachers on the importance of Academic Honesty
- Collaborative meetings for teachers to review the policy every academic session.
- Orientation for parents and students on the importance of Academic Integrity
- Use of plagiarism checker by teachers to establish the authenticity of submitted work
- Adhering to the IB examination rules and regulations in all assessments (e-assessment for MYP 5).
- Use of citations and bibliographies during teaching and learning.

Malpractices which account to disintegrate in MYP

Violation	IB Definition	Examples
Plagiarism	The Representation of ideas or work of another person as the students	<ul style="list-style-type: none"> • Presenting as your own (with or without the author's permission) information collected, organized, or written by someone else. • In the arts, Plagiarism can include taking someone's ideas or concepts and portraying them as your own. • Plagiarism can be intentional and unintentional, but both are treated the same way. <p>Some Examples are as follows:</p> <ul style="list-style-type: none"> • Copying an article from a website and not giving credit but not understanding you had to give credit...it is plagiarism. Always ask your teacher if you should give the original author credit if you are unsure. • Copying and pasting information from a website into your work, and then failing to give the website credit. • Reading an article or a text, taking ideas from it, and then claiming them as your own ideas.

To Avoid Plagiarism:

If you ever use someone else's words or ideas, give them credit. In the same sentence where you copied their ideas or words, you must mention the author or location where you found the information. Using outside sources makes a better argument and gives your work greater credibility.

Violation	IB Definition	Examples
Duplication	The presentation of the same work for different assessment components	<ul style="list-style-type: none"> • You completed a Design Evaluation in MYP 4 and you copied parts of it to complete your Personal project design-related report in MYP.

To Avoid Duplication:

Start a new document whenever you start a new assignment, and avoid copying anything from earlier work. Ask your teacher when you are unsure if you can borrow an idea from a previous piece of work.

Violation	IB Definition	Examples
Collusion	Supporting academic misconduct by another student, as in allowing one's work to be copied or submitted for assessment by another.	<ul style="list-style-type: none"> • You let another student copy from your homework. • The teacher gives a lab report to be completed individually and you work with other students but submit the work with only your name on it. • If the teacher gives work to be completed individually, you should not work with other students or give friends your work. This is known as unacceptable collusion. • In an exam, test or quiz, you share your answers with other students taking the same exam, test or quiz.
<p>To Avoid Collusion:</p> <ul style="list-style-type: none"> • Always do your own work. If you are unsure, ask your teacher before you ask a classmate. During an exam or other assessment, avoid talking or looking at classmates. Raise your hand to make a request to the teacher. 		
<p>Collusion and collaboration are not synonymous, and it is important to understand the difference between them. Collusion suggests willful engagement and cooperation by knowingly participating or "assisting another person in an act of academic dishonesty" (p.150). By distinction, collaboration suggests working in unison with others to better address or understand an intellectual problem.</p> <p>Collaboration is an important and effective learning technique. As students, collaboration may serve as a form of peer-to-peer learning in which students come to understand a subject or problem better by articulating the key points and issues to one another.</p>		
Violation	IB Definition	Examples
Cheating	Behavior that gives an unfair advantage e.g., saying you have turned in an assignment when you did not, using cheat sheets, electronic devices, fabricating information trying to earn more time or credit on an assignment, project, or exam.	<ul style="list-style-type: none"> • Misrepresenting yourself on a summative task such as saying you have turned in an assignment when you did not. • Using restricted material during assessment task, such as cheat sheets, or electronic devices. • Leaving the room during an assessment task and using restricted materials prior to returning. • Fabricating information to try to earn more time or credit on an assignment, project, or exam.

To Avoid Cheating:

- Leave all electronic devices in your locker when taking an assessment. Avoid talking to or looking at classmates during an assessment. Be a principled human being and tell the truth.

Consequences of dishonesty: Incidents of academic misconduct and the actions to be taken:*Minor Violations may include, but are not limited to:*

- Taking information that is not properly cited (Intellectual Property, plagiarism)
- Working with others on a formative assignment that was meant to be done by individuals (Collusion)
- Inappropriately sharing any formative assessment (or part thereof) with another student
- Sharing and or copying an assignment with another student (Duplication, cheating)
- Submitting work that has been developed by another as one's own is minor as apart of a Formative task. (Collusion, plagiarism)
- Altering a body of text and claiming it as your own (Paraphrasing)
- Committing academic misconduct on any formative assessment

Consequences for Minor Violations may include, but are not limited to:

- A warning and review of the policy
- Redo the assignment or assessment with possible loss of credit
- Family notification and/or meeting
- A record of the incident will be documented
- Loss of credit on the assignment or assessment
- Sunday detention assigned

Major Violations may include, but are not limited to:

- Using physical or electronic methods of receiving or giving questions or answers on an assessment.(Collusion, Cheating)
- Stealing, accessing, or improperly possessing any examinations or other assessments, either physically or electronically.
- Submitting work that has been developed by another as one's own if it is a complete summative task. (Collusion, plagiarism)
- Committing academic misconduct on any summative assessment, midterm or final examination (Cheating)
- Altering grades (Falsification)

Consequences for Major Violations or Repeated Minor Violations may include, but are not limited to:

- Family notification and/or meeting with an administrator present
- A record of the incident will be documented
- Loss of credit on the assignment or assessment
- A record of the incident will be included in the student's file
- After-school detention
- A failing grade on the assessment
- Sunday detention assigned

PROCESS

When a teacher has reason to believe that any of the violation has been occurred, the following steps will be taken:

- The teacher will investigate the matter with the student(s) involved
- The teacher will communicate the outcome of his/her investigation to the Coordinator and Principal and/or the family
- The teacher, in consultation with the Coordinator and Principal, may decide to issue a consequence and will communicate this decision to the student and the student's family as well as to the school counselors

ROLES AND RESPONSIBILITIES OF THE SCHOOL LIBRARIAN

The school librarian is expected to:

- Guide students for research paper writing methods, good academic practice, and ways of locating, evaluating and using information effectively without committing malpractice.
- Instruct students regarding the use of school library resources, internet resources, and the local library system.
- School librarian is expected to conduct a common orientation program and offer individual sessions to students on formats for referencing and citations.
- Librarians' knowledge of resources available and their search skills can be used to validate sources cited, and they are often able to trace the origins of suspect passages.
- Librarians should help students identify authentic sources of information during research work.
- The librarian is an expert in the area of academic integrity and can provide ethical guidance alongside information on the most appropriate citation system to use in each assignment, particularly the Extended Essay in the IBDP, Personal Project in the MYP, and the PYP Exhibition.
- The Librarian at DRSIS will be responsible for taking sessions on academic integrity and the academic integrity policy of the schools including
 - ✓ How to comply to set standards of academic work.
 - ✓ The regular dos and don'ts for the students.

ROLES AND RESPONSIBILITIES OF STUDENTS

- Understanding the rules of academic integrity and abiding by them as specified in this document.
- Not taking credit for work that is not their own.
- Being aware of what constitutes cheating and plagiarism and taking steps to ensure that these do not occur while working individually or in groups.
- Signing a declaration that all work submitted and uploaded for assessment is their work.
- To ensure the concepts of intellectual property and academic Integrity include the use of in-text citations, footnotes, or endnotes to acknowledge the source of an idea that is not the candidate's reflections.
- Students will present information in the assemblies with proper citations.
- Developing and sharing the classroom essential agreements on Academic Integrity.
- The students are required to read through the IB Guide to „Effective Citing and Referencing“

ROLES & RESPONSIBILITIES OF TEACHERS

- All teachers observe and provide students and parents with a convention for acknowledging all sources. The school's preferred convention is MLA 8 (2016). Additional websites for easy use of MLA citation are listed below which are shared by teachers in their classes.
 - ✓ Citation Machine <http://citationmachines.net/>
 - ✓ Easy Bib <http://www.easybib.com/>
 - ✓ Purdue English <https://owl.english.purdue.edu/owl/section/2/>
 - ✓ Bibme <http://www.bibme.rog/>
- Abide by the IB learner profile attributes in all applications.
- Teachers guide students with examples of how to acknowledge sources in their subject orientations, and during the course of the Diploma Programme.
- 'Turnitin' and other online services are used to check student submissions to ensure that academic Integrity is upheld
- Teachers guide students in structuring assignments that encourage them to develop their ideas through problem-solving. Marks may be allotted for school-based assessments to ensure that sources are correctly acknowledged.
- Teachers are to report to the IB Diploma Programme coordinator, any instances of academic malpractice.

SUPPORT STAFF ROLE

Support staff members who witness any acts of academic dishonesty are required to report them to the administration as soon as possible. It is not the responsibility of the support staff to confront the potential violators.

CONFIDENTIALITY

Considering the extensive practice of the school to educate and inform the students and parents on the importance of academic integrity, concerned teachers should have confidential discussions with the Coordinator or Principal before including the student.

- It is essential to analyze and critically understand the situation to avoid misinterpretation or bias.
- While protecting the self-esteem of the students, it is also important to keep these discussions private and confidential.
- Depending on the situation, the teacher can have a private conversation with the student to ascertain if it is an intentional or unintentional action and also try to understand if the student has any inadequacies, which led him or her to indulge in malpractices.
- Depending on the situation, the teacher(s) can counsel the student or seek help from the counselor or inform the coordinator or approach the principal for further action.
- Where need be, parents should be informed or called to the school to assume responsibility for remedial action.

PROMOTING ACADEMIC INTEGRITY AT THE SCHOOL

- The whole school community has an ethical obligation to comply with the requirements of this policy.
- A presentation on Academic Integrity is made as a part of induction to students, parents, & staff.
- Subject Teachers ensure that slides on academic Integrity requirements are part of their subjectorientation to students and parents.
- Academic Integrity Posters are displayed in and around the whole school.
- IB learner profile posters integrated with subject topics are posted on boards.
- The Teacher-Librarian presents the Academic Integrity requirements to students in the Diploma Programme and plays a vital role in teaching different styles of citations to students/staff.
- The Teacher –Librarian is responsible for uploading all assignments through “TURNITIN”, each academic year.
- Every student is required to accept and sign the following pledge. This is shared through the

Programme and Student Handbook.

“I, a student of the DRS International School, recognize that the school expects me to be honest in all of my academic work. I accept this Policy and understand that my failure to comply with my commitment may lead to disciplinary action by the school, including expulsion from the school.” [See Appendix 1]

- Violation of this Policy by a student or a group of students is considered academic misconduct.
- Finally, 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, cultural, and parental expectations, role modeling, and taught skills. It is probably easier to explain to candidates what constitutes academic **misconduct**, with direct reference to plagiarism, collusion, and cheating in examinations. Therefore, whenever possible, the topic must be treated positively, stressing the benefits of properly conducted academic research and respect for the integrity of all forms of assessment in the Diploma Programme.

PREVENTION OF ACADEMIC MALPRACTICE MISCONDUCT

The school will refer to the IB documents on academic integrity as a guidepost for developing procedures and practices and will follow the MLA system of citation throughout the school with the following scaffolding:

PYP (Grade 1-5)	Students will create source lists and recognize the presence/absence of an author/title. They also list in their source list if any peer’s idea is being used by them.
Middle School (Grade 6-8)	Students will have more advanced source lists, recognizing and listing the author, publisher, and year for all sources in the alphabetical bibliography. In-text citations will also be included.
Middle School Grades 9-10	Students will use MLA format for a complete bibliography. Read and refer to “Effective citing and referencing” .
DP Grade 11-12	All students (new & old) will accurately use the MLA style of referencing. Read and refer to “Effective citing and referencing.”

PROCESS OF REVIEW-

- The Academic Integrity Policy is reviewed annually and collectively by the Teacher, Librarian, SLT, and the Heads of Department.
- However, it can be reviewed in the wake of an unforeseen development, if the need arises.
- The review process considers the current or emerging issues that have been faced since the last period of review. All the desired and approved changes are then incorporated through consensus in the Policy.
- Any new procedures, measures, or technical requirements are introduced/ included.

CONCLUSIONS

The DRS International School will support the IB Academic Integrity requirements fully, in practicing, preventing, detecting, or investigating any malpractice. The teachers teaching the programme will follow the Academic Integrity Rules and confirm to their best knowledge that all students' work submitted for assessment is the authentic work of students. Teachers as role models are expected to report any plagiarism, collusion, or duplication of work, submitted by students for assessment, to the IB Diploma Programme Coordinator, who in turn, will follow the rules as defined in the IB and School Policy. Students are ultimately responsible for ensuring that all work submitted is authentic with the work or ideas of others fully and correctly acknowledged.

All efforts to promote Academic Integrity in school will be practiced. However, if a student is under investigation, the candidate will be given the opportunity and sufficient time to prepare a response to the suspicion of malpractice. Any written defense to the final award committee may even be sent marked 'confidential' to the IB. The school deems fit to issue penalties for academic infringement to candidates found guilty of malpractice to ensure there is integrity maintained in the DP program and also to deter other candidates from taking the same action.

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8. MLA 2016, Eighth edition.
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LINK BETWEEN ACADEMIC INTEGRITY POLICY AND OTHER POLICY

DRSIS Academic integrity policy is aligned with other policies as follows:
In all three policies students is at the center.

Link to the IB Learner Profile

Principled: 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 (*MYP: From Principle into Practice*). We take responsibility for our actions and their consequences. DRSIS expect all student to act with integrity.

Linked to DRSIS assessment policy:

It is expected from students to uphold principles. All of their assignments should be finished with academic honesty. Any infraction of this shall be handled in accordance with the Academic Integrity Policy of DRSIS.

Link to DRSIS Language Policy

The act of academic disintegration diminishes when learning takes place with the assistance of a language that the learner is more adept in.

Link to Inclusion Policy

All students are expected to act with integrity and morality in an inclusive classroom by taking ownership of their work and actions.

Academic Integrity Pledge

Dear Students,

As required by the Academic Integrity Policy of DRS International School, you must accept and sign a pledge on Academic Integrity. It aims to strengthen the level of integrity in the academic work of students.

You are not expected to show expertise in referencing but are expected to demonstrate that all sources have been acknowledged using a standard style consistently so that credit is given to all sources used (audio-visual material, text, graphs, images, and/or data published in print or electronic sources), including sources that have been paraphrased or summarized. When writing text, you must clearly distinguish between his or her words and those of others by the use of quotation marks (or other methods like indentation) followed by an appropriate in-text citation accompanied by an entry in the bibliography. It is also expected that the minimum information for work you submit includes: the name of the author, date of publication, the title of the source, and page numbers as applicable

The school, including all teachers, will always continue to guide you on issues related to academic Integrity and will help you to understand requirements and expectations regarding it. **We wish you success in all of your academic work!**

Tick if you have received a copy of the Academic Integrity Policy of the school

**You are required to accept and sign this
pledge:**

I, a student of the DRS International School, recognize that the school expects me to be honest in all of my academic work. I accept this Policy and understand that my failure to comply with my commitment may lead to disciplinary action by the school, including expulsion from the school. I have also read the IB Academic Integrity Guidelines 2011.

Student (name, as in the passport)

Grade level

Date

