



IB ACADEMIC INTEGRITY POLICY

Philosophy

Our mission is to provide students with a high-quality education while developing the attributes of caring, respect, and responsibility towards others and the environment.

The Collège & Lycée Saint-Charles, located in Switzerland in the canton of Jura, has its roots in the tradition of Catholic education and is inspired by the values of humanism, solidarity and openness. Our school values intellectual honesty. Our students, like all our collaborators, are committed to respect it and not to obtain results by cheating or lying.

The following principles have been drafted in keeping with this commitment.

Integrity and plagiarism

Studying requires personal commitment, rigor, and responsible and honest behaviour toward oneself and others. The IB defines academic integrity as “making knowledge, understanding and thinking transparent” (*Academic honesty in the IB educational context*, p. 1). One should always be able to trace back the source of an idea or piece of information.

Also, the IB states that “academic honesty serves to promote personal integrity and engender respect for others and the integrity of their work” (*MYP: From principles into practice*, p. 38). Thus, students should realize how academic integrity is closely tied to aspects of the IB learner profile. Being *caring* implies that one must not “steal” from another person, neither materially nor intellectually, being *principled* means that one should act with integrity, “with respect for the dignity” and intellectual property of others, and so on.

Academic integrity is a rather broad concept, and students must be taught to “recognize what behaviours constitute misconduct” (*Academic honesty*, p. 8). The following are deemed unacceptable:

- Plagiarism: using someone else’s material (ideas, phrases, pictures, ...) and presenting it as one’s own.
- Collusion*: supporting another person’s malpractice, as in allowing one’s work to be copied or submitted by another student.
- Misconduct during an examination: any behaviour that gives a student an unfair advantage, such as using material which has not been authorized by the teacher.

*This is to be distinguished from legitimate collaboration such as exchanging ideas, sharing books and resources, working together on a project, etc. as long as each person’s contribution is duly acknowledged.

During their schooling, students must understand the importance of producing work which is authentic. According to Turnitin, there exist many different ways to produce unoriginal – or unauthentic – work, plagiarism not being limited to copying and pasting. For example, “changing key words and phrases but retaining the essential content of the source” is not honest, nor is “mixing

Commented [YZ1]: Translated text is not own work; if source not properly acknowledged, this is plagiarism...

Commented [YZ2R1]: If it's their own text but they write it in their native tongue and then translate it... it's not transparent (it doesn't reflect their own skills in the target language!)

paraphrased material from multiple sources” (The Plagiarism Spectrum) unless sources are properly cited. All concepts, phrases and ideas borrowed from other people are quoted according to recognized conventions. Also, authentic work is defined as reflecting the student’s personal ideas as well as their own language and phrasing: for example in a language course, if a student writes a text in their native tongue and then translate it, this is not honest as this does not reflect their own skills in the target language.

Example

The example below, from the article “The Plagiarism Spectrum” located on Turnitin’s website, illustrates one form of plagiarism. Even though the student has provided a proper citation, the text is too similar to the original text and there has been limited attempt to place the ideas into the student’s own writing style. Please visit Turnitin’s website for more examples.

(Original Text)

A Natural Setting: A History of Exploration and Settlement in Yosemite Valley

Since its first discovery by non-indigenous people in the mid-nineteenth century, Yosemite Valley has held a special, even religious, hold on the American conscience because its beauty makes it an incomparable valley and one of the grandest of all special temples of Nature. While Yosemite holds a special grip on the western mind, perceptions about the Valley have evolved over time due to changing politics, migration patterns and environmental concerns as man has become more attuned to his relationship and impact on nature.

(Student Submission)

A History of Exploration and Settlement in Yosemite Valley

From its earliest **discovery by non-indigenous people in the mid-nineteenth century**, Yosemite Valley has held a spiritual **hold on the American conscience**; its beauty is **incomparable** and has been held up as **one of the grandest of all special temples of Nature**. While Yosemite has a **special grip on the western mind**, impressions **about the Valley have evolved over time**, shaped by **changing politics, migration patterns and environmental concerns** as mankind **has become more attuned to its relationship and impact on nature**.¹

¹ Harrick, C. "A Natural Setting." *Nature and its Discontents* 23.1 (1996): 41-50. Print.

Guidelines

1. These guidelines apply to all work presented and/or produced by students, such as lectures, presentations, exams, essays, etc.
2. Whenever using words of another person, one must use quotation marks (“...”) or format them as a block quotation (begin on its own line, with a left indent) if the text exceeds 40 words.
3. One must indicate sources below an image, a diagram or any other infographic. Throughout their work, one must use in-text citations.
4. The standards contained in the school’s “APA Citation Guide” and described in much detail on Purdue’s “Online Writing Lab” are authoritative.

5. The school has decided to make APA the official citation style for IB work. In some cases, and in agreement with the teacher, a student might decide to use another citation style.
6. A comprehensive bibliography should be compiled for each work submitted by a student.
7. Every student undertakes not to create or publish false sources, or to falsify data.
8. Every student agrees not to let another student copy their work.
9. Every student undertakes to comply with the special rules in force during IB examinations.

Roles and responsibilities of school members

Teachers / Advisors

1. They undertake to respect the academic integrity policy themselves, and to explain it to students as well as parents when necessary. They provide students with examples of authentic work.
2. They point students to the school's "APA Citation Guide" as well as Purdue's "Online Writing Lab" so that they can carry out their work, reference sources and create bibliographies according to the agreed standards.
3. They confirm that, as far as they know, every accepted piece of work from a student is authentic, including all assessment tasks.
4. They collaborate with the school's librarian to support students in identifying good practice regarding academic integrity.
5. They collaborate with the school's librarian to help students obtain reliable information from various sources.
6. They use Turnitin, an anti-plagiarism software, whenever appropriate to detect plagiarized material and its sources.

IB Students

1. They undertake to comply with the "IB academic integrity policy". They thus take responsibility for submitting original work with properly acknowledged sources.
2. They review their own work before turning it in to ensure that all ideas have been documented and all sources cited.
3. For all work submitted electronically, they reaffirm compliance with this policy by including a "confirmation of compliance" (at the end of this document).
4. They make sure they understand and apply the standards specified in the guides available to them.
5. They understand that teachers will be using an anti-plagiarism software to analyse the content of their work.

Parents / Families

1. They support students in being principled.
2. They understand the importance of intellectual integrity and they support the school in its efforts to promote good practice among students.
3. They are aware of the requirements set forth by the Collège & Lycée Saint-Charles and they accept the sanctions incurred for plagiarism or any other form of malpractice.

Monitoring process

The Collège & Lycée Saint-Charles is committed to explaining these notions to students and helping them to be honest and transparent. It must also ensure it has the means necessary to detect plagiarism, particularly, by using adequate computer software. At present, the school is using "Turnitin" to facilitate both teachers and students. Also, students will be introduced to "Zotero", an opensource software which helps them create a bibliography.

Throughout the IB program, students will have multiple opportunities to practice their academic integrity skills with direct instruction in methodology class, DP Core, and support in each of the academic areas. The entire IB staff is committed to the education, developing and monitoring of academic integrity, while actively working to prevent forms of academic dishonesty.

The IB academic integrity policy is handed out to all IB students. Each of them must subscribe to it by signing an "IB academic integrity agreement" (see below), certifying that they have understood its content.

Gradual expectations

MYP 3

Staff will develop and support students in the use of APA referencing for ALL pieces of work (bibliography and in-text citations), so ALL Students will be able to do this successfully by the end of the year with SOME support. This involves:

1. Staff modelling and explaining how to reference textbooks, images and websites using the APA system to create a bibliography.
2. Staff introducing students to websites such as My Bib (<https://www.mybib.com>).
3. Students including references for works used to ensure that they have clearly distinguished between their own work and that of other sources.
4. Within the Arts, students keeping a research journal that shows how all information has been located and collected.
5. Students reviewing their work prior to submission to check that all sources of information are acknowledged in some way, including images.

Students must keep a copy of their rough notes and drafts for summative assessments in case of any queries regarding academic integrity.

Students will not copy the work of others, or allow the copying of their work: all work handed in for assessment must be their own original work, unless correctly referenced.

MYP 4/5*

Language & Literature teachers, jointly with Individuals & Societies teachers, will teach students specifically about paraphrasing, quoting, etc. in their lessons.

Students will be subjected to a formative assessment task in several subjects (Language & Literature, Individuals & Societies, Science, Arts) towards the beginning of the year: after submitting their work

Commented [YZ3]: If a student joins half-way through the programme, they will sit with David for a "training" session?

they will meet with the librarian and/or methodology teacher to discuss potential breach of academic integrity.

By the end MYP 4, students should be able to successfully use APA referencing for ALL pieces of work (bibliography and in-text citations) with NO support.

Students will not copy the work of others, or allow the copying of their work: all work handed in for assessment must be their own original work, unless correctly referenced.

Students must keep a copy of their rough notes and drafts for summative assessments in case of any queries regarding academic integrity.

Staff will monitor academic integrity and strictly enforce the consequences as laid out in this policy.

DP*

ALL students are expected to use APA referencing correctly and throughout, with a complete bibliography and in-text citations for ALL work.

Students will not copy the work of others, or allow the copying of their work: all work handed in for assessment must be their own original work, unless correctly referenced.

Students must keep a copy of their rough notes and drafts for summative assessments in case of any queries regarding academic integrity.

In all test and assessment, students must follow the rules as set out in the IB document 'Notice to Candidates: Conduct of the examinations'

Staff will monitor academic integrity and strictly enforce the consequences as laid out in this policy.

*New students

As new students join Saint-Charles, the librarian and subject teachers will ensure that students are brought up to the level of the class they have joined through the use of 1:1 mentoring sessions. This will be monitored by the methodology teacher in methodology class.

Consequences for academic misconduct

If a student does not comply with our academic integrity expectations, they are committing academic misconduct. The IBO defines this as:

"deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct. It also includes any act that potentially threatens the integrity of IB examinations and assessments that happens before, during or after the completion of the assessment or examination, paper based or on-screen" (Academic integrity, p. 3)

In case of academic misconduct, **the following sanctions will apply:**

Commented [JW4]: Up until here I think that the policy is quite comprehensive in explaining academic honesty and giving examples, but I think we need a more systematic consequence system with steps built in e.g. what happens the first time someone plagiarises/ the second time/third e.g. first time verbal discussion- highlighting why the work is plagiarised/making sure the student understands the policy- a chance to redo the work, 2nd time- receive an automatic 0, recorded on managebac, 3rd time- more severe consequences? Not allowed to sit IB exams etc.??? Parent's informed at all stages.... (just off the top of my head!). Also what happens if there was a student that was plagiarised from and their work? Are their consequences for them if there was collusion? What? How do we know who copied from who?

MYP 3

1st instance

- Reminder of Saint-Charles policy
- Constructive feedback given
- Student gets a chance to resubmit the work outside of regular homework

2nd instance

- Any academically dishonest sections will be ignored during marking; cheating in an exam will result in a score of zero
- Constructive feedback given
- Offence recorded on ManageBac
- Teacher informs the MYP Coordinator

3rd instance

- Zero grade awarded for work
- Offence recorded on ManageBac
- Parents informed

4th instance

- Zero grade awarded for work
- Offence recorded on ManageBac and in report
- Meeting with parents and MYP Coordinator

5th instance

- Zero grade awarded for work
- Offence recorded on ManageBac and in report
- Meeting with parents and Head of School
- Possibility of re-enrolment possibly revoked

MYP 4/5 and DP

1st instance

Homework	Assessed Work	Internal Assessment
Reminder of Saint-Charles policy	Zero grade awarded for work	Zero grade awarded for work
Constructive feedback given	Offence recorded on ManageBac	Full investigation and report sent to parents
Zero grade awarded for work (returning students only)	Parents & Coordinator informed	Suspension for 3 days

2nd instance

Homework	Assessed Work	Internal Assessment
Zero grade awarded for work	Zero grade awarded for work	Zero grade awarded for work
Offence recorded on ManageBac	Meeting with Parents & Head of School	Full investigation and report sent to parents
Parents informed	Offence recorded on ManageBac and in report	Suspension for a week
	Suspension for 1 day	Final warning issued

3rd instance

Homework	Assessed Work	Internal Assessment
Zero grade awarded for work	Zero grade awarded for work	Removal from the programme and possible expulsion
Meeting with Parents & Head of School	Offence recorded on ManageBac and in report	
Internal suspension for 1 day	Suspension for 1 week	
	Final warning issued	

In line with the IB's policy and practice, any work which fails to meet academic integrity requirements may not be submitted for external assessment. Revised assignments may be marked and/or submitted, assuming that all external deadlines are met.

Beyond the school's own efforts to prevent academic malpractice, students' work submitted to the IB for external assessment (such as the Personal Project) is also subject to random checks for plagiarism. In cases where IB examiners suspect malpractice, the following penalties may apply:

- Not awarding a grade in a subject, thus removing the possibility of obtaining any certification from the IB.
- Preventing a student from registering for future exams (in cases of serious malpractice).
- Withdrawing any IB certification if malpractice is established subsequently.

For further information, we invite members of the school community to consult the IB's guide, *Academic integrity* mentioned in the list of sources.

Commented [YZ5]: Somewhere (maybe here) we might say something about internally assessed work being awarded a "0" if content is plagiarized? That's provided the IB is ok with this... which to me wasn't very clear...

Sources

- IB. (2014). *Academic honesty in the IB educational context*, Cardiff (UK): IBO.
- IB. (2019). *Academic integrity*, Cardiff (UK): IBO.
- IB. "Coordinator support material", "Standard B1: Academic honesty policy". Retrieved from https://ibpublishing.ibo.org/server2/rest/app/tsm.xql?doc=m_0_mypxx_tsm_1609_1_e&part=3&chapter=2
- IB. (2014). *Effective citing and referencing*, Cardiff (UK): IBO.
- IB. (2017). *MYP: From principles into practice*, Cardiff (UK): IBO.
- Purdue Online Writing Lab. (n.d.). "APA Style Introduction". Retrieved October 28, 2019, from https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html.
- Turnitin, LLC. (2015). "The Plagiarism Spectrum". Retrieved from <https://www.turnitin.com/infographics/the-plagiarism-spectrum>.

Porrentruy, December 2021

Commented [JW6]: I think at some point we should meet to decide what is an adequate use of referencing/formatting at each level. What does this look like in MYP3 v DP2? At what moments will we teach this explicitly? Assess it?

IB Academic Integrity Agreement

Name:

First name:

I certify that I have read the IB academic integrity policy and undertake to respect its content.

Any and all work that I submit to any teacher for consideration and/or assessment will be my own authentic work. This includes homework assignments, formative assessments, summative assessments, and work to be submitted to the IB.

I will learn the processes for acknowledging someone else's work or ideas and will appropriately acknowledge all uses of someone else's work or ideas. I understand that I must ask for help if I am unsure about what constitutes academic integrity in any of my assignments.

I will submit only work that I have completed independently. I will not allow other students to copy or to submit work that I have completed.

Signature of the student:

Signature of the parent:

Confirmation of Compliance

I confirm that I have complied with the IB academic integrity policy to the best of my ability. I have:

- acknowledged **all** external sources of information through in-text citations for both text and visuals, using quotation marks or block quotations whenever applicable
- included a bibliography with **all** the sources that I used for my work
- used APA format for all my referencing
- not falsified any data and/or used information which I knew to be unreliable
- not and will not let any other student dishonestly use my work
- not cheated or used any material which I was not allowed to use

Commented [YZ7]: A little note at the end of each summative assessment: reaffirm compliance with policy?!

Commented [YZ8R7]: It also helps teachers think about it.

Commented [YZ9R7]: Turn the "agreement" into a check list?

Commented [YZ10R7]: ask Marie-Pierre for the little note, ask Nicole for the check-list