

Academic Integrity Policy

A- Introduction

Saints Coeurs-Ain Najm is committed to fostering an academic environment that values integrity, honesty, and respect, with academic integrity as the cornerstone of our educational mission. It reflects our dedication to maintaining high ethical standards in all academic activities and interactions, emphasizing on the importance of original work, proper attribution of sources, and the ethical conduct of all individuals. The policy is designed to maintain honesty, responsibility, and fairness through the academic work of students. This, as a result, instigates ethical behavior and integrity. By adhering to these guidelines, we aim to cultivate a culture of trust and accountability, preparing our students not only for academic success but also for responsible citizenship in a global society.

B- Objectives

The Academic Integrity Policy is a school-wide endeavor to embrace, promote, and maintain honesty and fairness throughout the learning process. Its main objectives are:

1. **Define academic integrity and its importance in the IB Context:** warrant honesty and authenticity in learning, promote trust, critical thinking, and ethical behavior aligned with the IB philosophy and Learner Profile.
2. **Encouraging responsibility and honesty in students, staff, and parents:** develop students who take both pride and responsibility in their work and grasp the importance of ethical behavior.
3. **Developing critical thinking:** create a sense of autonomy where students are rewarded for their genuine work.
4. **Align with IB values:** nurture individuality, open mindedness, curiosity, and authenticity as in the IB philosophy.
5. **Ensure holistic education:** equal and inclusive opportunities to create an environment for development in all spheres and nurture independent thinkers and risk-takers.
6. **Establish clear guidelines:** define academic integrity, specify instances of misconduct and their consequences, and serve as a point of reference in cases of violation.

C- Definition of the Academic Integrity

Academic integrity is an essential code of behavior applied to all members of the educational community emphasizing honesty, ethical conduct, and respect for ownership in academic work. Acknowledging one's work and giving proper credits breeds trust, responsibility, and a culture of authenticity, bettering the academic process and emphasizing critical thinking and moral reasoning skills indispensable for life. This includes adherence to IB guidelines in assessments,

projects, and examinations.

D- Academic Integrity Policy: Framework, Implementation, and Support

Purpose of the Policy: The academic integrity policy of the school encourages ethical, authentic, and honest academic practices.

Communication:

- The policy is made available to all participants through the school's website and student handbook.
- Students are informed of the policy at the beginning of the school year where they sign a commitment to uphold its contents.
- Meetings are held for teachers and staff along with various presentations and opportunities for professional development.

Development and Review:

- The policy is developed and reviewed by the governing body, academic team, and IB coordinator.
- The policy reflects the community's values and expectations arising from staff, teachers, and students' feedback.

Implementation and Enforcement:

- The policy functions as an outline to sole academic integrity breaches.
- Actions are listed to handle breaches and to make all penalties equal and fair.
- Teachers communicate the infraction to the governing body who examines it and establishes necessary measures.
- Parents and students are required to ensure that the policy is followed at home.

Support for Students:

- Teachers assist pupils in the attribution of the sources and lead them to restrain from using plagiarized content inside the classroom.
- The library and computer lab offer students research sources, review information for authenticity, and provide a proper environment for studies and projects.

E- Types of academic misconduct

Academic misconduct constitutes a serious violation of the principles of honesty and integrity in one's scholarly work. It manifests in various forms, undermining the foundational values of education and intellectual inquiry. Common forms include:

- **Plagiarism:** failing to provide proper recognition to other's work, rendering the original work and learning process unvaluable.
- **Copying:** duplicating others' work without acknowledging the source, hindering the development of skills.
- **Fabrication:** presenting distorted data or information not based on legitimate research, misleading others about their authenticity.
- **Unauthorized Collaboration:** partnering with others without permission, distorting accountability.
- **Cheating:** Using invalid methods or resources during evaluations, jeopardizing the assessment's integrity.

Each of these actions poses significant threats to the credibility of the educational system and can have far-reaching consequences for both individual students and the academic community as a whole. It is crucial that all members of the academic community understand these forms of misconduct and the importance of upholding the highest standards of integrity in their scholarly endeavors.

F- Roles and Responsibilities

To uphold the principles of integrity, every member of the school community contributes in the process of building an environment of honesty, authenticity, and ethical responsibility. The below describes the different roles and duties these members have in upholding academic honesty within the school.

Students:

- Present original work and refrain from any dishonest activity.
- Apply the proper citation techniques to credit sources appropriately and where necessary.
- Report instances of academic dishonesty they observe.

Teachers

- Educate students about the need to maintain academic integrity in their work and apply proper research practices.
- Follow students' work closely for originality and deal with suspected breaches.
- Guide students on citation and referencing to avoid plagiarism.

Librarian and computer lab manager:

- Provide necessary guidance and assist students in their research and proper citations.
- Help students navigate the citation manuals and guides such as the APA and the MLA that are available in hard copy at the library.
- Dedicate spaces for students to conduct research and use digital tools that support integrity.

IT officer

- Ensures access to online resources and plagiarism detection tools by providing support and facilitating use.

Parents:

- Reinforce the school's academic integrity policy by promoting honesty and ethical behavior at home.
- Encourage the sustenance of a positive stance toward academic responsibilities and personal effort.
- Cooperate with the school in dealing with academic integrity matters if they arise.

School Administration and IB Coordinator:

- Manage the compliance and implementation of the academic integrity policy
- Create, publish, and regularly review the academic integrity policy.
- Offer training and resources to teachers to promote and enforce the policy.
- Handle reported breaches in a just and coherent manner, ensuring accountability.

G- Procedures to promote Academic integrity

The school will implement a series of preventive measures and sanctions to uphold academic integrity as an ongoing commitment that becomes ingrained in our daily work and interactions.

- **Conduct sessions aimed for students on plagiarism, citation, referencing, and ethical research practices:** In high school, students are taught proper referencing for research papers and presentations. All teachers and the librarian support this process with dedicated sessions and ongoing feedback. Subject-specific citation formats are taught and reinforced through research projects. Supporting documents are available for easy access, and Turnitin.com is used to detect plagiarism and provide feedback on referencing.
- **Promoting Professional Development and Collaboration on Academic Integrity:** Teachers will attend a workshop on academic integrity at the beginning of each academic year. They will also hold regular semestrial meeting with the subject coordinators to share information and experience.
- **Ensuring Fair and Ethical Assessment Practices:** The school ensures that all assessments are conducted fairly in an equal and suitable environment. At the beginning of the year, students and their parents receive and sign the "Code of Ethics" and "Internal Regulations" to acknowledge their understanding.-Also, teachers receive a "Code of Conduct" guideline before the exam period to guide their supervision and enforcement of academic rules.
- **Introduce Moral and Civic Education:** "Moral and Civic Education" (Éducation Morale et Civique) is taught starting from Grade 4, fostering ethical behavior among students.
- **Promoting Well-Being committee and Supportive Environment:** The school's "Cellule de Bienveillance" (Well-being Committee) monitors bullying and takes appropriate action to maintain a supportive environment and raise awareness through in-class sessions and activities.
- **Integrating lessons on academic integrity into the curriculum:** Academic integrity is embedded in the curriculum, particularly during research assignments and in language subjects. It is especially emphasized in the "Grand Oral" for French Baccalaureate students, where honesty and proper conduct are critical.
- **Focusing on the Role of the librarian:** Librarians play an important role in guiding students through their research. They are knowledgeable and well-equipped to help students in their references and highlight the importance of acknowledging ownership.

- **Developing communication with parents:** Parents are informed of the policy and are well-positioned to help since they will try to provide the necessary conditions for their children to work independently and request the school's support when they identify that their children are not attending to their studies as required and are falling behind.
- **Utilizing plagiarism detection tools like Turnitin.com or CopyLeaks:** The use of this online platform allows teachers to monitor the level of plagiarism in students' work.
- **Utilizing AI usage and AI enhancement detector tools:** The school will subscribe to Text guard as a software to detect AI usages and paraphrasing.

H- Procedures for addressing Academic Misconduct

The school uses a well-structured procedure to prioritize responsibility, fairness, and accountability. The steps are as follows:

1. Detection and Reporting:

- Teachers detect and report supposed academic misconduct to the school administration.
- Allegations are reviewed by the governing body and academic coordinators for evaluation.

2. Investigation:

- An extensive inquiry is performed in order to collect evidence and clarify the matter.
- The student involved is provided with a chance to explain the situation.

3. Action and Consequences:

- Based on the investigation, appropriate disciplinary actions such as verbal warning or more severe penalties are enacted.
- The severity of the penalty depends on the nature of the misconduct and times it has been repeated.

4. Communication:

- The school informs the parents and guardians of the misconduct and the decisions taken.

- The school communicated with the broader community the significance of upholding academic integrity.

5. Support and Education:

- Guidance, such as workshops and resources, is given to students who have violated the integrity policy.
- Teachers help students to fully grasp the importance of academic integrity to avoid future breaches.

I- Consequences of Academic Misconduct

When violations occur, appropriate sanctions are necessary to preserve the integrity of our academic programs. The following section outlines the range of sanctions that may be imposed, depending on the severity, frequency, and nature of the violation. These sanctions are designed to foster accountability, deter future misconduct, and ensure a fair learning environment for all students.

Type of Misconduct	First Offense	Repeat Offenses
Plagiarism	- Verbal warning issued to the student. - Assignment must be redone with proper citations. - Opportunity to attend a session on academic integrity to understand citation rules.	- Grade of zero for the plagiarized work. - Parent-teacher meeting to discuss the misconduct. - Entry in disciplinary record. - Possible disqualification from future academic honors.
Facilitating Plagiarism	- Verbal warning issued to the student. - Assignment must be redone with proper citations. - Opportunity to attend a session on academic integrity to understand citation rules.	- Grade of zero for the plagiarized work. - Parent-teacher meeting to discuss the misconduct. - Entry in disciplinary record. - Possible disqualification from future academic honors.
Cheating on Examinations	- Automatic grade of zero for the exam. - Confiscation of unauthorized	- Meeting with the head of division to determine appropriate measures. - Suspension from future exams for a set period.

	materials/devices (if applicable).	- Entry in disciplinary record. - Possible failing grade for the course.
Duplication of work	- Verbal warning for all students involved. - Assignment or homework must be repeated individually. - Opportunity to attend a workshop on ethical academic practices.	- Meeting with the head of division for further disciplinary action. - Possible grade of zero for the work. - Academic probation or exclusion from extracurricular activities. - Parent notification.
Collusion	- Verbal warning for all students involved. - Assignment or homework must be repeated individually. - Opportunity to attend a workshop on ethical academic practices.	- Meeting with the head of division for further disciplinary action. - Possible grade of zero for the work. - Academic probation or exclusion from extracurricular activities. - Parent notification.
Submitting work commissioned, edited by, or obtained from a third party	- Automatic grade of zero for the assignment. - Investigation launched to determine the reasons behind the misconduct. - Discussion with the student to emphasize the importance of research ethics.	- Further disciplinary action based on investigation findings (e.g., failing grade for the course). - Academic probation or suspension from research-related projects. - Entry in disciplinary record.
Inclusion of inappropriate, offensive, or obscene material	- Warning letter issued to the students by the administration - Assignment must be redone with the elimination of the offensive or obscene material	- Grade zero for offensive or obscene material - Parent-teacher meeting to discuss misconduct
Fabrication of Data	- Automatic grade of zero for the assignment. - Investigation launched to determine the reasons behind the misconduct.	- Further disciplinary action based on investigation findings (e.g., failing grade for the course). - Academic probation or

	- Discussion with the student to emphasize the importance of research ethics.	- suspension from research-related projects. - Entry in disciplinary record.
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J- IB Penalty matrices

This section contains the IB penalty matrices detailing infringements by a student and the level of penalty that may be applied by the IB.

Written and oral coursework and examinations

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Plagiarism <i>Copying from external sources or peers</i>	Not applicable	Between 40 and 50 consecutive words (copied verbatim, or paraphrased, or containing additional or substituted words) without full in-text citation of the source	More than 51 consecutive words (copied verbatim, or paraphrased, or containing additional or substituted words) without full in-text citation of the source—see note 3.	Not applicable
Facilitating plagiarism <i>Student facilitating the sharing or copying of their work, or the work of third parties, to peers</i>	Student took minimal steps that were clearly insufficient to prevent their work being copied.	Student took no steps to prevent their work being copied and shared it to a forum from where it was likely to be copied.	Student permitted the copying of their work, or tried to sell or exchange their work on a forum where it was likely to be copied and	Student actively tried to sell, or exchange, the work of third parties to be submitted by others.

<i>and/or forums/essay mills</i>			submitted by others. Note that “selling” does not need to involve monetary reward.	
Collusion <i>All students must submit individual and unique work for IB assessment, even when data collection etc. is permitted by the subject guide to be done as part of a team. Collusion covers those cases where students have used a common write-up for a group rather than written their own.</i>	Work of students shows close similarity.	Between 40 and 50 consecutive copied words (exact or substituted) without full in-text citation of the source.	More than 51 consecutive copied words (exact or substituted) without full in-text citation of the source—see note 3.	Not applicable
Submitting work commissioned, edited by, or obtained from a third party—see note 4	Not applicable	Student submits work heavily edited by a third party to circumnavigate the rules on teacher support. <i>A penalty will be applied for any</i>	Student submits work that was entirely produced or edited by a third party. <i>A penalty will be applied for any student in the</i>	Applicable for a student in the same or different IB World School providing the service.

		<i>student in the same or different school providing the service or facilitating work.</i>	<i>same or different school providing the service or facilitating work.</i>	
Inclusion of inappropriate, offensive, or obscene material	Minor offence—see note 5	Moderate offence—see note 6	Major offence—see note 7	Major offence
Duplication of work	Not applicable	Presentation of the same work for different assessment components or subjects. <i>Partial reuse of materials; penalties will be applied to both subjects with reused materials.</i>	Presentation of the same work for different assessment components or subjects. <i>Complete reuse of materials; penalties will be applied to both subjects with reused materials.</i>	Not applicable
Falsification of data	Methodology section misrepresents or overstates the rigour with which the data was gathered.	Data is selected or discarded to enhance the conclusions of the work, creating a deliberately biased set of findings.	Data is fabricated or data gathered by other people is presented as gathered by the student.	Not applicable

Conduct during an examination

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for	Level 3b penalty No grade for
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			subject(s) concerned—see note 1	“parallel” subjects —see note 2
Possessing unauthorized material in the examination room —see note 8	In candidate’s possession but surrendered or removed during the first 10 minutes of the examination.)	In candidate’s possession but no evidence of it being used during the examination.	In candidate’s possession and evidence of it being used during the examination.	Not applicable
Exhibiting misconduct or disruptive behaviour during an examination—see note 9	Not applicable	Non-compliance with the invigilator’s instructions during one component.	Repeated noncompliance with the invigilator’s instructions during one examination or non-compliance during two or more examinations. <i>Penalties could be applied to multiple subjects if incidents happen during the completion of different subject papers.</i>	Not applicable
Exchanging, passing, obtaining or receiving verbal or written information from other students during	Not applicable	Not applicable	When a candidate tries, successfully or not, to share answers and/or examination content with others.	For a candidate in the same or another IB World School aiding other candidates.

the examination completion time, or attempting to			<i>Penalties will be applied to all candidates participating in the incident.</i>	
Removal of secure materials such as examination papers, questions and answer booklets, from the examination room.	Not applicable	Candidate attempting to remove secure materials but identified by invigilators before leaving examination room.	Candidate successfully removing secure materials from the examination room.	Not applicable
Impersonating an IB candidate—both impersonator and person allowing impersonation	Not applicable	Not applicable	For both candidates allowing or conducting an impersonation.	For the candidate conducting the impersonation. <i>If the impersonator is not an IB student, the IB will try to establish their identity and inform the relevant awarding body that impersonator is or was registered for. If the impersonator is an IB graduate, the IB will apply</i>

				<i>penalties retrospectively.</i>
Failing to report an incident of academic misconduct	Not applicable	Not applicable	When student is aware of the act of misconduct but decides not to report it to their school administrators.	When student is aware of the act of misconduct but decides not to report it to their school administrators.

Conduct that threatens the integrity of the examination

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Gaining access to IB examination papers before the examination’s scheduled time, be that via any form of communication platform—see note 10	If the candidate immediately reports they are in possession of live examination content, the IB will consider this as a “mitigating circumstance”. See note 11 “Mitigating circumstance”	Candidate in possession of partial or complete live examination content.	Not applicable	Not applicable
Sharing of IB examination paper content before or during the examination’s scheduled time, or within 24	Not applicable	Not applicable	Candidate sharing partial or complete live examination content through any means—including but not limited to, email,	Assisted the sharing of partial or complete live examination content

hours after the examination—see note 12			text messages and the internet—even when shared information is general.	
Failing to report an incident of academic misconduct	Not applicable	Not applicable	When student is aware of the act of misconduct but decides not to report it to their school administrators.	When student is aware of the act of misconduct but decides not to report it to their school administrators.

Interfering with an academic misconduct investigation

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects—see note 2
Not cooperating with an investigation, whether involved or not	Not applicable	Not applicable	When a student shows any of these behaviours and/or refuses to submit a statement.	
Providing misleading or demonstratively false information	Not applicable	Not applicable		
Attempting to influence witnesses	Not applicable	Not applicable		
Showing threatening behaviour to	Not applicable	Not applicable		

the person carrying out investigation or to witnesses			
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Forgery or falsification of IB grades or certificates

Infringements	Level 1 penalty Warning letter to the student	Level 2 penalty Zero marks for component	Level 3a penalty No grade for subject(s) concerned—see note 1	Level 3b penalty No grade for “parallel” subjects —see note 2
Forgery or falsification of IB grades or certificates <i>Attempt to fraudulently amend a result in a subject — electronic or hardcopy certificates and transcripts.</i>	Not applicable	Not applicable	Students may receive additional sanctions depending on the number of subjects affected.	Not applicable

Explanatory notes

1. Level 3a penalty—this depends on the seriousness of the incident; the penalty can be extended to several or all subjects of the session.
2. Level 3b penalty will be applied to IB students involved in a form of misconduct that benefits another student rather than themselves.
3. As approved by the Final Award Committee in November 2013, the level 2 penalty is not applicable for extended essays (EEs). Due to the nature of the EE (only one assessment component) the level 2 and level 3a penalties have the same outcome on the candidate’s final result, the non-award of the diploma. Therefore, plagiarism cases in EEs will only be considered when more than 100 consecutive words lack the proper reference.
4. Submitting work commissioned, edited by, or obtained from a third party. This list includes, but is not restricted to:

- friends, family members, or other students in the same or different school, college or university
 - private tutors
 - essay writing or copy-editing services
 - pre-written essay banks
 - file sharing sites.
5. Minor offences may include but are not restricted to:
- conducting research without permission of the participants
 - including offensive or obscene comments or graphic materials in any assessment component
 - inclusion of materials with excessive or gratuitous violence or explicit sexual content or activity that could be considered or perceived offensive by others.
6. Moderate offences may include but are not restricted to:
- conducting field experiments or investigations that inflict pain or risk the well-being or survival of live organisms
 - conducting research or fieldwork that damages the environment
 - including offensive or obscene comments or graphic materials in any assessment component.
7. Major offences may include but are not restricted to:
- producing any work that denigrates personal, political and/or spiritual values, and/or contains offensive remarks about race, gender, or religious beliefs
 - falsification or fabrication of data in producing any work
 - inclusion of materials with excessive or gratuitous violence or explicit sexual content or activity that could be considered or perceived offensive by others.
8. Unauthorized materials or items may include but are not restricted to:
- mobile phones
 - notes
 - study guides
 - candidate's own rough or scratch paper
 - non-permitted dictionaries
 - other prohibited electronic devices such as smart-watches or smart-glasses.
9. Misconduct during examinations may include but is not restricted to:
- failing to abide by invigilator instructions
 - disruptive behavior
 - attempting to remove examination materials from the examination room
 - leaving the examination room without permission.
10. Social media or messaging/communication platforms and tools

11. Mitigating circumstance

- In this specific context, if the candidate in possession of live examination content reports it to their school administrators at the earliest possible opportunity, the IB will consider not applying a penalty for academic misconduct.

12. Assisting other student(s) in committing an act of misconduct may include but is not restricted to:

- facilitating information to other candidates during the completion time of the examination
- distributing live examination content

K- Monitoring and Review

The academic integrity policy is subject to regular revisions so as to correspond with both the school's and IB's updates. Stakeholders will continue to be actively involved in support, revising, and upholding this policy as need be.