

International School of Tallinn

Academic Integrity Policy

Table of Contents

Academic Integrity Policy	3
Rationale	3
Academic Misconduct	3
Plagiarism	3
Collusion	4
Other Examples of Misconduct	4
Responsibilities of Different Parties	5
Students	5
Teachers	5
School Administration	6
Parent(s)/Guardian(s)	6
Procedures for suspected Academic Misconduct	6
Communication Plan	10
How to prevent Academic Dishonesty?	10
Alignment with other policies.	11
...to our Assessment Policy:	11
...to our Admission Policy	11
...to our Language Policy	11
References	12
Policy Review	12

Academic Integrity Policy

Rationale

At the International School of Tallinn, the IB Learner Profile provides the foundation for academic honesty, as it asks us to be principled in our lives in and out of school. The Learner Profile reminds us that principled people “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.”

Our policies and practices regarding academic integrity stem from this philosophy, and IST’s mission “to educate for international understanding” inspires us to meet the highest standards of ethical practice.

In teaching/learning and assessment, academic honesty serves to promote personal integrity and promote respect for others and the integrity of their work. Upholding academic integrity helps to facilitate an equal opportunity to demonstrate the knowledge and skills students acquire during their studies, while also observing intellectual property rights and general honesty.

The International School of Tallinn will use the ‘MLA Formatting and Style Guide’ for citation and bibliography.

<https://style.mla.org/>

Academic Misconduct

The IB General Regulations defines misconduct as “behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components.” Academic misconduct is behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.

What is Academic Dishonesty?

This can take several forms but is not limited to:

Plagiarism

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.

- Exact copying from another person's work without using a full and appropriate citation consistent with the MLA Formatting and Style Guide
- Taking basic words or language from another source without providing a full citation, even paraphrased ideas must be cited
- Presenting another person's ideas or thoughts as one's own
- Presenting text from the Internet or another source as though it is one's own
- Submitting an assignment, or a portion of an assignment, for multiple purposes or in multiple courses, is often referred to as self-plagiarism.

Collusion

Defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.

- Helping someone else cheat both deliberately and through support
- Allowing your work to be copied and/or submitted by another student, including homework assignments
- Representing significantly unequal work as an equal collaboration
- Writing a paper or doing homework for another student, including sharing completed work with students who may take the course in the future
- Sharing information about assessment content and questions with other students.

Distinction between legitimate collaboration and unacceptable collusion:

Collusion is to be distinguished from collaboration, which we define as multiple students actively engaged during the course as well as in the creation of a product per the assignment guidelines. It is important to note that teachers must be clear with assignment guidelines to specify what is collaboration versus collusion on any given task.

Other Examples of Misconduct

- Taking unauthorized material into an examination room
- Stealing examination materials
- Disruptive behavior during examination
- Disclosure of information about the content of an examination paper within 24 hours after a written examination
- Sharing passwords

Responsibilities of Different Parties

Students

The student is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. The student shall sign a consent form stating that each internal assessment submitted by them is their own piece of work.

IST students are expected to:

- Work to produce authentic work
- Report malpractice violations to a trusted school employee
- Understand that putting your name on an assignment or assessment certifies it as your own work, cited appropriately
- Minimize malpractice temptation by managing time appropriately
- If an incident of malpractice occurs, either intentional or unintentional, complete the reflection process with your instructor
- Understand proper citation expectations for assignments
- Ask for guidance when you are unsure
- Use internet correctly

Students must appreciate that academic integrity is an essential principle of education and is not merely about avoiding malpractice or avoiding getting caught.

Teachers

All teachers at IST share the responsibility of reinforcing best practices and teaching proper research skills. IST teachers are expected to:

- Communicate appropriate collaboration versus collusion with each assignment
- Teach a recognized citation convention for written and non-written works
- Demonstrate and model academic integrity in presentation, etc.
- Report and record academic dishonesty through a referral
- Assure students understand that when they submit a task as their own, they are representing that they have not received nor given aid on assignments or assessments. Teachers can opt to ask students to use their signature to explicitly assure this point if needed
- Minimize temptation for malpractice in assignments and assessments
- Communicate with students, parents, counselors, and administrators about concerns and malpractice offenses

- Teachers, administrators, and counselors involve students in reflection and discussion about instances of malpractice

School Administration

The school's leadership has the responsibility for establishing processes and procedures that support and a school culture that actively encourages academic honesty. IST administrators are expected to:

- Support academic integrity policy and investigate all teacher reports of malpractice
- Ensure that all staff, students, and parents understand definitions, responsibilities, and repercussions
- Ensure the academic integrity policy is applied consistently throughout the school
- Provide staff development and guidance on academic writing and referencing systems that are available
- Provide teachers with material to guide students in maintaining academic honesty
- Contact parents and students about malpractice incidents

Parent(s)/Guardian(s)

The home environment is an integral part of a student's academic performance. A solid partnership between home and school is essential in providing consistent and ongoing support in all areas of life. IST parent(s)/guardian(s) are expected to:

- Encourage their child to practice academic integrity
- Encourage their child to cultivate a culture of academic honesty in school
- Address concerns of academic misconduct/malpractice with their child and school personnel if necessary

As educators of academic integrity, the most important role of the school administration, teachers and parents is to teach the students about academic honesty. By promoting a culture of academic honesty, the adults of the school community ensure that students are aware of both the importance and the methods of academic honesty.

Procedures for suspected Academic Misconduct

If a student is suspected to have engaged in cheating, collusion or plagiarism and breached the school's standards of academic integrity the matter will be referred to the IB coordinators or the Director. The student will be informed of the concerns of the teacher and the matter will be investigated. The student has the right to reply

to the allegation and discuss the matter with the programme coordinators or the Director.

The Study Coordinator or Director in consultation with the IB programme coordinator, will decide the outcome of the case. Malpractice incidents will be discussed with the student and then reported to parents, counselors, and administration. Age-appropriate consequences will be administered within the school's discipline protocol when necessary.

The format for violation will be as follows for PYP and MYP:

1. The assessment will be taken from the student upon initial identification of breach in academic integrity and a conference would follow between the subject teacher, homeroom teacher and the coordinator
2. The student would be given an opportunity to amend his or her work according to the academic integrity policy guidelines
3. In case of repeated instances of breaching academic integrity policy rules, the student would receive a "1" for the assessment, parents will be notified, and an official documentation will be placed into the student's permanent record with a description of the incident
4. Repeated offences may result in suspension

If a student continues to breach the academic integrity policy, further steps will be taken at the discretion of the school based on frequency and recurrence of the violation.

The format for violation will be as follows for DP:

5. Forms of academic dishonesty
 - a. Plagiarism: the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The ideas may be derived from a variety of sources, from electronic to oral forms of communication
 - b. Collusion: supporting academic misconduct by another candidate, for example, as in allowing one's work to be copied or submitted for assessment by another.
 - c. Duplication of work: the presentation of the same work for different assessment components and/or Diploma Programme core requirements. This can sometimes be called "double dipping".
 - d. Leakage: this means that the total or partial content of an exam has been obtained, disclosed, or shared prior to the examination.
 - e. Impersonation: An individual who is not registered as a candidate takes the place of one that is registered.

- f. Smuggling of foreign materials: This is the introduction of unauthorized materials notebooks, crib notes, charts, and answers into the examination hall. The material is normally hidden pants, shoes, hems, or underwear or written on parts of the body or materials taken into the exam room.
 - g. External Assistance: Individuals who are not examination candidates giving unauthorized assistance to candidates. This can be done by an individual, using electronic devices or oral/visual aids.
 - h. Copying: Reproduction of another candidate's work with or without their permission.
 - i. Intimidation: to physically or psychologically threaten a member of staff or other student(s) to provide extra help to student(s).
 - j. Other behaviors that allow any student to gain unfair advantage: for example, disrupting or distracting other candidates during an exam, stealing examination material, providing all or partial answers to exams prior to its delivery. This also includes failure to respond to exam protocol, such as to stop writing after the 6 allotted time as passed or causing unrest in the exam room and distracting other candidates.
 - k. Specifically, for the Exam Years: Falsifying a CAS record and receiving or passing of information from candidates about the content of an examination paper within 24 hours after a written examination.
 - l. Essay Writing Services: using an essay writing service (either a ghost written or purchased essay) or offering assistance in writing an essay or other examination materials. This includes undue parental help.
 - m. Absenteeism: skipping a class, under the pretence of illness in order not to take an assessment or turn in work.
6. Incident Related to Coursework
- a. It is the responsibility of the school to resolve academic integrity issues before sending a student's work officially to the IB and administering the proper consequences. If a student's work does not meet IB requirements we as a school will not submit the piece of work, therefore resulting in a mark of zero.
 - b. If a student's final piece of work does not meet IB requirements, the work should be awarded an "F" on an internal assessment system or as non-submission on externally assessed work.
 - c. If academic dishonesty is identified after submission of work, we must notify the IB immediately.

7. Incidents Related to Examinations

- a. We as a school must properly inform students of all IB expectations regarding conduct, ethical practices while taking part in examinations.
- b. Students using unauthorized material during an examination are engaged in unethical practices, regardless of intention. The student will be investigated by the IB.
- c. Students are allowed to continue with the examination even if unauthorized material is found unless their presence is a disruption to other students. Our school must report the incident within 24 hours of the incident.

8. Investigation of Student Academic Misconduct Cases

- a. The Head of Section will interview the student and teacher/supervisor, keep notes of the meeting, and may ask the teacher/ supervisor and students to keep detailed notes, or write a reflection of the events.
- b. If malpractice for internal processes is confirmed, the internal penalties in school will be applied.
- c. If malpractice for external assessment has been confirmed, the IB Lead will report the case to the IB.
- d. The IB. will conduct an initial investigation and may require the school to prepare further documents. Once the IBO is involved, they might decide to enforce sanctions.

9. Student Sanctions

- a. Student sanctions will be determined after a full investigation into the academic integrity incident. All stakeholders will be involved, evidence and statements will be gathered and investigated. Each case will be based on the evidence, and sanctions will be applied using the penalty matrix.
- b. In addition to the penalty matrix, the IB may impose harsher penalties for multiple/very serious offenses. These include no grade provided in any subject and no retake sessions allowed.

10. Retaking Exams or resubmission of Coursework

- a. The IB will have the final decision if a student is in breach of regulation, and therefore if they will be allowed to retake an exam or resubmit coursework. Three outcomes will be:
 - i. Retake in 6 months
 - ii. Retake in 12months
 - iii. No retake or grade awarded but grades awarded in subjects not affected by the incident

11. Turn-it-in
 - a. The software program has been linked to our planning, teaching, and learning platform, Managebac.
 - b. Teachers include the Turnitin application to all student work, both formative and summative to check for authenticity reports for each student.
 - c. In the case of academic dishonesty, further steps will be taken at the discretion of the school based on frequency and recurrence of the violation.

12. All issues involving academic dishonesty will go through the DP coordinator who will contact and collaborate with the proper parties involved.

Communication Plan

1. The Programme Coordinators will deliver a workshop at the beginning of each academic year for parents and students to ensure they have a complete understanding of academic integrity and academic misconduct.
2. Students will be trained on the skills for citing and referencing and this will be reinforced both during tutoring and in all academic classes.
3. The students will read and sign an academic honesty agreement confirming they have understood the policy and agree to the terms
4. The Academic Integrity Policy will be displayed on the IST website www.ist.ee

How to prevent Academic Dishonesty?

- Ensure that students are aware of the criteria marking.
- Encourage students to attend support classes to overcome areas of weakness.
- Encourage students to use resources available.
- Even on the slightest suspicion speak to the student directly. Conduct a panel interview that focuses on parts that you feel are not the work of the student.
- Repeatedly remind the students of the importance of academic honesty and the consequences if not adhered to.
- Have a certain set of guidelines for Academic Honesty for every project.
- Students should be advised and encouraged to use the internet with discretion and wisdom.

Alignment with other policies.

(ACADEMIC INTEGRITY POLICY, 2021)

IST believes in collaboration and the entire staff devotes extra effort towards the academic rigor of the curriculum followed at school. As a lay down protocol, school policies are reviewed on a regular basis. During their review cycle, school ensures that all policies work in tandem and the updates if needed are implemented with immediate effect.

...to our Assessment Policy:

The student shall sign a consent form stating that each internal assessment submitted by them is their own piece of work. IST Academic Integrity policy states that we use MLA (Modern Language Association)

...to our Admission Policy

Academic Integrity Policy is aligned with the School's Admission Policy. Students seeking an admission here at IST, undergo an entrance examination and need to ensure that the tests are taken with utmost integrity.

...to our Language Policy

In IB the assessment of languages is criterion related and we adhere to the School Academic Integrity Policy and the assessment guidelines and requirements prescribed by the IB (see IST Assessment Policy). IST Academic Integrity policy states that we use MLA (Modern Language Association) Style across all subjects and grade levels. Teachers will consistently teach how to cite using MLA.

References

IB Academic honesty – “From Principles to Practice”
International School of Amsterdam – School Handbook
Saint Mary’s Catholic School – IB Academic Honesty Policy
United Nations International School – IB Academic Honesty Policy
Magellan School – Academic Honesty Policy
The Anton Bruckner International School
2021. *ACADEMIC INTEGRITY POLICY*. [ebook] Delhi: Apeejay School International
South Delhi, p.9. Available at:
<<https://intl.apeejay.edu/docs/asi-academic-integrity-policy.pdf>> [Accessed 13
January 2021].

Policy Review

Created	November 2019
Last Revision	August 2020
Latest Revision	January 2021