

KARLSKRONA INTERNATIONELLA GRUNDSKOLA



Academic Integrity Policy

Acknowledgements

Version One

Special thanks to:

The following faculty members, under the guidance of IB Program Coordinator, Academic Year 2019-2020:

- Peter Sagun, IB PYP and MYP Program Coordinator
- Sumit Nair, MYP Teacher

Version Two

The following faculty members, under the guidance of IB Program Coordinator, Academic Year 2021-2022:

- Birgitta Strelert, Head of School
- Ella Mona Persson, IB PYP and MYP Program Coordinator
- Regina Näslund, MYP Teacher
- Nada Alatic, PYP Teacher

N.B. In 2022, Karlskrona Internationella Grundskola (KIG) changed its name to International School of Karlskrona (ISK). This change is not yet reflected in this policy. The next policy review will reflect this change.

'Principled students 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.'

(IB Learner Profile)

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The IBO Mission Statement:

"The International Baccalaureate Organization (IBO) 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 IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right."

Karlskrona Internationella Grundskola's Mission Statement

"Karlskrona Internationella Grundskola will provide a learning-focused environment that stimulates creativity and innovation in a culture of collaboration and respect so that each student develops the skills and knowledge to become internationally-minded and a lifelong learner."

Our Academic Integrity Beliefs

- Karlskrona Internationella Grundskola (KIG) believes that through the fostering of the IB Learner Profile attributes, particularly that of being Principled, we hone academic integrity practices.
- KIG believes that through the fostering of the IB ATL skills, such as proper Research Skills or Communication Skills, we hone academic integrity practices that will carry forth to future studies or employment.
- KIG believes that international mindedness and academic integrity practices go hand in hand and build a foundation for responsible global citizenship.
- Academic integrity needs to be practiced by all the whole KIG learning community. All adults - staff members and family members alike - must act as role-models.
- KIG members will always begin an investigation assuming best intention, and consider disciplinary measures first and foremost in order to help, not punish.
- Five fundamentals drive this policy: honesty, trust, fairness, respect and responsibility.

Purpose of this policy

The School disseminates this policy document to staff at the beginning of each academic year. KIG's Academic Integrity Policy applies to the whole school and is to be understood and practiced by all faculty members. By ensuring a collaborative approach in the production and review of this document, and by communicating our definitions, beliefs, responsibilities, and disciplinary measures in it, we expect all stakeholders - students, families, and staff included - to be guided by this policy and act in accordance with it in regards to all academic practices and procedures.

What is Academic Integrity?

In, "Academic integrity", the International Baccalaureate Organization states that:

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.

(International Baccalaureate Organization, 2019)

IB also explains purposes of explicitly outlining and fostering Academic Integrity as irrevocable principles.

- 1) To maintain fairness.
- 2) To maintain trust and credibility.
- 3) To develop respect for others.

With academic integrity practices, those who comply with rules will not get undermined or disadvantaged due to malpractice by others, trust in qualifications will support maintaining the institution's credibility, and learners will understand that using others' ideas is acceptable, but that it must be properly acknowledged. "All stakeholders involved in IB education must meet the expectations and do what is required to embrace, promote and maintain academic integrity to ensure a fair and genuine assessment process." (International Baccalaureate Organization, *Academic Integrity*, p 5).

Academic Integrity

KIG views academic integrity as an important aspect of teaching and learning where action is based on inquiry and reflection.

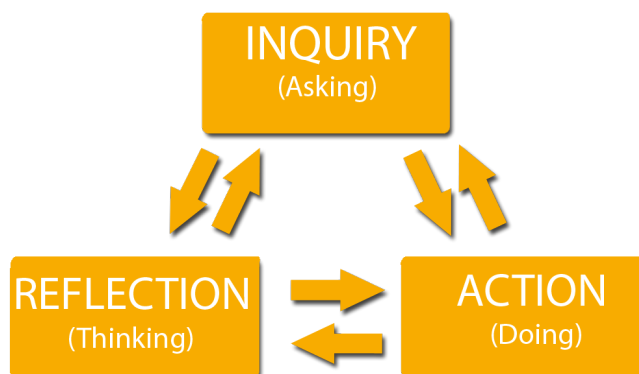


Figure 1

Inquiry, action and reflection in teaching and learning (IB)

Responsibilities

Student Responsibilities

All KIG students strive to achieve all the Learner Profile attributes, among which that of being Principled, endows them “with integrity and honesty, with a strong sense of fairness and justice” (IB Learner Profile). A Principled student distinguishes between right and wrong and his/her values will guide them. All KIG students are expected to act responsibly and ethically.

KIG students are responsible for making sure that all work submitted for assessment is authentically their own. The work or ideas of others must be fully acknowledged in all submitted work. KIG students must be familiar with the accepted procedures for referencing any source used within their work. This includes all phrases, sentences, paragraphs, graphs, charts, images or any other information. Sources include printed and electronic media, such as books, textbooks, magazines, interviews, websites and images. Students are expected to comply with all internal school deadlines. It is the student’s responsibility to act in a principled manner, if academic dishonesty is suspected, to prove that all pieces of work are authentic and have not been plagiarized.

Teacher Responsibilities

Teachers share the responsibility of fostering all ATL skills. Reinforcing best practices by teaching proper Self-management, Research and Communication Skills is especially important. Teachers must communicate clear expectations to the students and the consequences of academic dishonesty. Teachers must maintain fairness and consistency in all relevant practices. Teachers are role models and need to ensure that all shared materials are correctly referenced.

All teachers must support and act on the School's Academic Integrity Policy and provide students with advice whenever necessary. KIG teachers must make sure that all students are taught good practice in all aspects of their work and what academic misconduct is. They must also provide instruction and support in research and study skills and educate students in proper referencing of a variety of sources. Teachers may not trivialize incidents. However, "It is advisable that shortcomings on the part of students are not punished immediately. It is preferable to generate a supportive environment that allows students to learn while developing the required skills and understanding of good academic practice. Given that students have the opportunity to simultaneously learn and practice, they will be better equipped to grasp the significance of academic integrity." (International Baccalaureate Organization, *Academic Integrity*, p 13).

IB Coordinator and/or Pedagogical Leadership Team Responsibilities

The school's leadership has the responsibility to embed the policy into the school structure, to establish processes and procedures that actively encourage academic honesty, and to monitor its application. Leadership needs to ensure that the policy is not exclusively viewed as a stance of punishment and penalties, but rather the fostering of ethical practices. Should the policy fail to do this, the leadership will consider applicable actions such as running an awareness campaign or reviewing it with various stakeholders (staff members, students, and families) to ensure greater and more holistic awareness. Coordinators and other leaders are expected to:

- Inform staff, students, and families on what academic integrity practices entail, what constitutes malpractice, and how malpractice can be prevented.
- Support the relevant parties fully in the prevention, detection and support in the investigation of misconduct or malpractice.
- Work discreetly using available evidence (contrary to assumptions) and make sure that the process is thorough and fair when investigating academic dishonesty.
- Supervise teaching and learning practices at school.

- Ensure access to, as well as application of, support materials, such as this Academic Integrity Policy.
- The school will subscribe to Turnitin software to help teachers and other staff detect academic dishonesty.
- The school will provide Professional Development of staff if or when needed.
- The school will ensure that students, teachers, or administrators are held accountable, according to the school's own policies, when involved in an academic misconduct or maladministration incident.
- The school will immediately notify the IB of any breach in the procedure for the secure storage of IB examination materials or the conduct of the examinations, in accordance with the procedures described in programme-relevant documents.

Parent Responsibilities

The legal guardians and parents play an important role in promoting academic integrity, supporting students in being Principled, and in encouraging good practice. All legal guardians and students in PYP 6 through MYP 5 will sign an academic honesty agreement form (see appendix A) at the start of the academic-year or upon enrollment at KIG.

MLA Format of Papers and Citing Sources

In academic writing assignments, our school uses the MLA style, as it is the most commonly used format for citing research sources in academic writing. For guidance on writing practices, the following link takes you to Purdue University Online Writing Lab (Purdue OWL): [Purdue OWL, MLA style](#)

Academic Dishonesty

KIG makes sure that all PYP and MYP students are taught good practice in all aspects of their work and what academic misconduct is. KIG defines academic dishonesty as follows:

STEALING - Definition Stealing is taking another person's property without permission.	STEALING - Clarification Students must respect personal property and never take without permission any belongings of another member of the academic community.
CHEATING - Definition Cheating is using or attempting to use materials, information, notes, study aids, mobile phones, holding conversations with others, or other assistance in any type of examination, evaluation, or assignment which has not been authorized by the teacher.	CHEATING - Clarification <ol style="list-style-type: none">1. Students completing any type of examination or assessment are prohibited from looking at another student's materials and from using external aids of any sort unless the teacher has specifically in advance, indicated, that this will be allowed.2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
PLAGIARISM - Definition Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person.	PLAGIARISM - Clarification <ol style="list-style-type: none">1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or parenthetical citation in the text.

	<p>3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.</p>
<p>FABRICATION, FORGERY & OBSTRUCTION - Definition</p> <p>1. Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type</p> <p>2. Forgery is imitating or counterfeiting of images, documents, signatures, and the like.</p> <p>3. Obstruction is any behavior that limits academic opportunities of other students by improperly impeding their work or their access to educational resources.</p>	<p>FABRICATION, FORGERY & OBSTRUCTION - Clarification</p> <p>1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by the teacher.</p> <p>2. Students may not furnish to instructors, fabricated or forged explanations of absences or of other aspects of their performance and behavior.</p> <p>3. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, or mutilation of resources or in any other way deprive others of their educational opportunities.</p>
<p>COMPLICITY - Definition</p> <p>Complicity is assisting or attempting to assist another person in any act of academic dishonesty.</p>	<p>COMPLICITY - Clarification</p> <p>1. Students may not allow other students to copy from their work during any type of examination or assessment.</p> <p>2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented for evaluation purposes.</p>
<p>COLLUSION - Definition</p>	<p>COLLUSION - Clarification</p>
<p>Collusion means supporting academic misconduct by another student, such as allowing one's work to be copied or submitted for assessment by someone else.</p>	<p>Students are expected to work independently for most of their assessments. However, with guidance and support from teachers and other adults, there may be collaboration with other students, as collaboration plays an important role in the learning process. In these instances, the collaboration should not result in a member of the group copying or submitting the work of other members for assessment.</p>

Monitoring Academic Dishonesty on Assessments

If a teacher suspects any form of academic misconduct, he/she should report immediately to the school coordinator(s) and to the Head of School. Next, the student must be informed by the teacher, emphasizing the instances where academic dishonesty has occurred and making clear that the matter is being further investigated.

Even so, any suspected student must be given the possibility to discuss the matter with the teacher(s) concerned. If, after a detailed investigation, the coordinator considers that the work submitted by the student does not comply with the requirements of academic honesty, he/she must judge the situation objectively and make a recommendation to the Head of School about the specific case.

Unless the offense is severe, for a first offense, the student is given a warning and no further action is taken. In such cases, the student's future work and work habits should be carefully checked and monitored. If there is enough time before the assessment deadline, the student will be allowed to resubmit another piece of work in its place. If there is not sufficient time, s/he will not receive a grade for that assessment. If the coordinator's investigation provides evidence of academic dishonesty the disciplinary measures listed in this document will be followed. For severe violations the students' parents will be contacted and the incident will be recorded in the school documents. Cheating in formal exam situations will be reported to the IB.

Disciplinary Measures

Each offense will be judged separately and, depending on all contributing factors, consequences may or may not fully comply with these measures:

- Teacher uses positive classroom discipline methods and asks the student to reflect on behavior and alter it
- A warning is given
- An action plan is produced
- Investigation and documentation
- Replacing stolen goods
- Cheating, collusion, fabrication, forgery, obstruction, or complicity: Student will receive grade 0 or an n/a on on given assessment/assignment/exam
- Plagiarized or otherwise inauthentic work: Student will receive grade 0 or an n/a on the plagiarized or inauthentic work

- Retake test/assessment/exam under adjusted circumstances (such as in a separate room, without access to a computer, orally as opposed to written)
- Take a new and different test/assessment/exam
- Conference: between any combination of the following stakeholders: teacher, parent, student, Head of School, Program Coordinator, and/or student health team member
- One time counseling by School and Wellbeing Counselor
- Regular counseling by School and Wellbeing Counselor
- Documenting incident(s) on permanent records
- If the level of disruption causes danger for one or many person(s): Suspension for the rest of the day or the following day and a conference with student, parent, teacher, PLT, and - if needed - school counselor
- If formal exam - reporting incident to the IB
- If repeated offenses and/or endangerment of others' or own safety and wellbeing, referral to social services, BUP, School Psychologist, or other outside source

Connections to the IB Learner Profile Attributes

KIG faculty members aim to ensure that the IB Learner Profile Attributes and Approaches to Learning Skills (ATLs) are implicitly and explicitly planned for and embedded in and outside of classroom practices to provide skills and dispositions supporting the development of academic integrity practices.

A learner that demonstrates academic integrity is:

Caring	<ul style="list-style-type: none"> ● Formally acknowledges work of others ● Contributes to a learning focused environment in which negative peer pressure is not applied ● Supports and is caring to peers, self, and the environment.
Communicator	<ul style="list-style-type: none"> ● Communicates information and ideas effectively. Quotes, cites, or paraphrases appropriately giving credit to original sources.
Knowledgeable	<ul style="list-style-type: none"> ● Knows how to reference and cite appropriately according to age. <i>(A 6-year old student may practice academic honesty by showing or telling in which book s/he found certain information, whereas an MYP learner is expected to practice academic honesty as per MLA format.)</i>
Principled	<ul style="list-style-type: none"> ● Respects copyright and intellectual property ● Acts and behaves with integrity in all academic situations to promote learning and wellbeing for the collective, for individuals, and for self ● Understands that behavior may impact individuals and groups positively and/or negatively and therefore role-models good practices.

A school and/or educator that demonstrates academic integrity:

Caring	<ul style="list-style-type: none">● Formally acknowledges work of others● Contributes to a learning focused environment in which negative peer pressure is not acceptable● Supports and is caring to peers, self, and the environment.
Communicator	<ul style="list-style-type: none">● Clarifies the meaning and methods of academic integrity practices.● Provides feedback and feedforward supporting the learners' development of skills and habits● Role-models academic integrity.
Thinker	<ul style="list-style-type: none">● Thinks of strategies to implement to ensure a positive and ethical learning environment and classroom culture● Thoughtfully produces assignments and assessments that lead students to produce original and authentic work● Identifies relevant ATL skills needed to ensure thorough understanding of academic integrity practices and explicitly teaches these skills.
Principled	<ul style="list-style-type: none">● Is a role-model that acts with integrity, fairness and respect for the dignity of all students, families, and colleagues● Explicitly and implicitly teaches students academic honesty practices.

IB 2020 Standards and Practices

KIG is committed to the implementation of the Standards and Practices outlined in the IB publication *Programme Standards and Practices*. The following inform our Academic Integrity Policy:

Standard: Culture through policy implementation (0301)

Schools develop, implement, communicate and review effective policies that help to create a school culture in which IB philosophy can thrive.

Practices

- Culture 3: The school implements, communicates and regularly reviews an academic integrity policy that creates cultures of ethical academic practice. (0301-03)
- Culture 3.1: The school implements and reviews an academic integrity policy that makes the school's philosophy clear and is aligned with IB guidelines. (0301-03-0100)

- Culture 3.2: The school clearly describes in its academic integrity policy the rights and responsibilities of all members of the school community, what constitutes good practice and misconduct, and the actions that are to be taken if there are transgressions. (0301-03-0200)
- Culture 3.3: The school articulates responsibilities for teaching a variety of practices related to academic integrity, and reflects its five fundamentals: honesty, trust, fairness, respect and responsibility. (0301-03-0300)
- Culture 3.4: The school ensures that relevant support materials, resources and structures related to the academic integrity policy are implemented. (0301-03-0400)
- Culture 3.5: The school monitors and evaluates the impact of the academic integrity policy to ensure that it regularly informs learning and teaching across the curriculum and that the school's procedures are transparent, fair and consistent. (0301-03-0500)
- Culture 6.5: The school considers the Learner Profile in all of its IB-mandated policies. (0301-06-0500)

Standard: Students as lifelong learners (0402)

Learning in IB schools aims to develop students ready for further education and life beyond the classroom.

Practices

- Lifelong learners 1: Students actively develop thinking, research, communication, social and self-management skills. (0402-01)
- Lifelong learners 2: Students demonstrate and reflect on their continued development of the IB learner profile attributes. (0402-02)
- Lifelong learners 4: Students grow in their ability to make informed, reasoned, ethical judgments. (0402-04)
- Lifelong learners 4.1: Students and teachers comply with IB academic integrity guidelines. (0402-04-0100)
- Lifelong learners 4.2: Students and teachers acknowledge the intellectual property of others when producing work. (0402-04-0200)
- Lifelong learners 4.3: The school provides support and guidance for students on acknowledging the work of others, including guidance on citation and referencing. (0402-04-0300)
- Lifelong learners 4.4: Teachers discuss with students the significance and importance of producing authentic and original work. (0402-04-0400)

Academic Integrity Policy Connections with other Policies

Admission Policy Connection

KIG expects shared values of admitted students and their families, such as acting with integrity and honesty. This includes families relaying any information that may affect KIG's ability to meet the learner's needs and making informed choices when admitting a student. We expect an open and honest communication to remain throughout all the years at KIG.

Link for more information: [KIG Admission Policy](#)

Assessment Policy Connections

Assessment must be conducted with academic integrity. By explicitly teaching ATL skills and developing Learner Profile attributes, students at KIG are given the opportunity to develop integrity and be Principled when submitting work or sitting exams. KIG teachers should aspire to design assessments that lead students to produce original and authentic work.

Link for more information: [KIG Assessment Policy](#)

Language Policy Connections

Referencing, paraphrasing, and citing

WRITTEN TEXT: Relaying information gauged from outside sources need to follow MLA standard starting in PYP 5. Grades prior to PYP 5 will work towards using the MLA format. All work in upper MYP is expected to, fully, follow MLA standards.

VERBAL TEXT: When communicating outside information verbally, credentials, author along with title and date, or website including title and date, or interviewer and interviewee and date, must be clearly shared.

VISUAL COMMUNICATION: Needs to be cited with a figure number (e.g. "Fig. 8"). Must include artists name, title of work, date of composition, medium used, and the complete publication of the source.

Unless specifically citing sources, all submitted work must be authentic and the intellectual property of the author. Teachers must teach students the skills necessary to properly cite sources and acknowledge the work of others.

Language Needs

In order to access the curriculum and demonstrate understanding of it, differentiation and translanguaging techniques are encouraged in all classrooms.

Link for more information: [KIG Language Policy](#)

Inclusion Policy Connections

To enable learners of all abilities to access the curriculum and demonstrate and develop understanding of it, work should be differentiated and scaffolded to include all learners. Individual adjustments that support accessing material and sharing comprehension is encouraged.

Adjustments may include, for example, composing individualized checklists including academic integrity expectations of assignments or privacy screens preventing distractions of self or others.

Link for more information: [KIG Inclusion Policy](#)

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MyIB Sample School Policies

Policy Review Cycle:

Draft Policy – Authored, Coordinator (March 2020)

Review – Full faculty (June 2020)

Review – Pedagogical Leadership Team (June 2020)

Review - Faculty members representing PYP, MYP & pedagogical leadership (January 2022)

This policy shall be reviewed on a 3-year cycle



Academic Integrity Agreement

'Principled students 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.'

(IB Learner Profile)

I, _____, a PYP 6-MYP 5 student at Karlskrona Internationella Grundskola, hereby agree to abide by the stipulations listed in Karlskrona Internationella Grundskola's 'Academic Integrity Policy', published in January of 2022.

I am a Principled student and as such, I agree to the following:

- I understand the meaning and significance of academic integrity as laid out in Karlskrona Internationella Grundskola's 'Academic Integrity Policy', published in January of 2022.
- I understand the definitions of stealing, cheating, plagiarism, fabrication, forgery, obstruction, complicity, and collusion.
- Work that I present as my own, is authentically my own. Citing sources and giving acknowledgment of the original authorship and ownership of creative material, is part of that authenticity.
- I understand the difference between collaboration and collusion.
- I shall not steal, cheat, plagiarize, fabricate, forge, obstruct, act in complicity with, act in collusion with others or self, or in any other way, behave in an academically dishonest way in examinations, home learning engagements, projects, reports, or other educational work set by my teacher(s). Nor will I encourage or allow others to do so.
- If I become aware of others' academic dishonesty practices I will report it to a teacher with the understanding that it is misconduct not to do so.
- I follow protocols and procedures set by the Academic Integrity Policy and the teacher(s) that has given me the assignment(s).
- I understand that any violation of the policies may be met with consequences listed in the 'Academic Integrity Policy'. Severity of consequences will depend on the facts and the gravity of the acts committed.

Signed and agreed by (student signature and date):

Parent(s) (signature and date):

Printed name and class:

Printed name:
