



Academic Integrity Policy

Leamington District Secondary School

1. Rationale

At Leamington District Secondary School, we strive to foster a caring environment that supports personal wellness, academic excellence, and integrity. Cultivating a learning environment that promotes academic integrity is of particular importance as students navigate the research process while using an abundance of sources of information. We demonstrate academic integrity when we properly cite sources used to obtain information and when we demonstrate ethical conduct when collaborating with others. Students should always be able to demonstrate how they have constructed their ideas.

Academic integrity is an integral principle of the International Baccalaureate's academic programs and is embedded within the learner profile. It is the responsibility of the school, staff, parents, and students to ensure that these values are honoured and to maintain consistent and fair academic conduct.

2. Types of Academic Misconduct

Plagiarism: the representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgement.

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

Misconduct: behavior (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.

Duplication of work: the presentation of the same or substantially similar work for different assessment components and/or Diploma Programme requirements.

Fabrication of data: producing false data to be used in an assignment.

3. Use of Artificial Intelligence

Artificial Intelligence (AI) tools can be valuable resources used to complete academic tasks such as idea generation, fact-checking, and organization. Use of any AI tools must align with the principles of academic integrity and therefore its use must be appropriately cited. Misuse of AI tools can lead to academic misconduct. For example, AI tools must not be used in examinations, to complete assignments or to provide any unfair advantage. Further guidance is provided in *The IB and Artificial Intelligence (AI) Tools* document, which is included in this handbook. Subject teachers can also provide practical advice.

4. Specific Examples of Academic Misconduct

- bringing unauthorized material into an exam (for example, an electronic device other than an approved calculator, cell phone, smartwatch, or notes)
- falsifying data collected in a scientific experiment
- an attempt to disrupt an examination or distract another candidate
- the use of online translation programs (for example, Google Translate) for written work submitted for a second language course (SL French)
- using ChatGPT or another AI tool to assist with the research process without citing it as a source
- completing work which is then submitted by another candidate
- falsifying a CAS record
- failing to comply with the instructions of an invigilator or another school staff member responsible for the conduct on an examination
- exchanging information or supporting the transmission of information to another candidate about the content of an examination
- disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination

5. Preventing Plagiarism

In September, Year 1 (Gr 11) and Year 2 (Gr 12) IB Diploma Programme students attend a meeting where the academic honesty policy is reviewed. Subject teachers and the Extended Essay Coordinator explicitly teach accepted practices for citing sources, so students can avoid academic misconduct. This policy document is shared with parents/guardians who, along with students, are required to confirm by signing that they have read, understand, and agree to adhere to this policy. The policy document is also posted on our school website to permit the use of translation software.

The Greater Essex County District School Board purchases an annual subscription to the electronic resource TurnItIn, which detects evidence of plagiarism of material from online sources or other students. IB requirements such as Internal Assessments are checked for plagiarism using this tool. TurnItIn is capable of detecting the unauthorized use of AI.

6. Consequences of Academic Misconduct

By submitting an assignment to a subject teacher, the student is confirming that they have adhered to the principles of academic integrity as outlined in this policy. Teachers then check each submission for plagiarism using TurnItIn and submit student work to the IB Coordinator for upload to the IB Information System (IBIS) where it is confirmed by electronic means that the standards of academic integrity have been upheld.

If a student is suspected of academic malpractice on any school-based or IB assessment, the subject teacher will contact the DP Coordinator and the following procedure will be followed:

1st offence: resubmit work (dependent upon submission deadlines) and take part in an educational session with the subject teacher and DP Coordinator to review the Academic Integrity Policy and citing procedures. The student must agree to adhere to the Academic Integrity Policy for all future assessments to remain in the IB Diploma or IB course and the incident is recorded by the IB Coordinator. In the case where an IB submission deadline prevents revisions and resubmission, the work will be submitted and the IB Assessment Division will be contacted. Failure to submit a required IB assessment can result in the loss of a credit and the IB Diploma. Parents/guardians will be informed of the infraction.

2nd offence: resubmit work (dependent upon submission deadlines) and take part in an educational session with the subject teacher, DP Coordinator and administrator to review the academic integrity policy and citing procedures. The student is suspended from school and under contract with the Vice Principal. The incident is recorded by the IB Coordinator and Administration. If an IB submission deadline prevents revisions and resubmission, the work will be submitted and the IB Assessment Division will be contacted. Failure to submit a required IB assessment can result in the loss of a credit and the IB Diploma. Parents/guardians will be informed of the infraction.

3rd offence: work will not be accepted. Consequences include suspension from school and possible removal from the IB Diploma Programme.

The Diploma Programme Coordinator MUST report directly to the IB Assessment Division in the following situations:

- any incident of malpractice related to an Internal Assessment (IA)
- during an IB examination

School administration and the students' parents/guardians will be informed.

The International Baccalaureate Organization's final award committee will review each case regarding suspected malpractice and then decide to either uphold or dismiss the allegation.

7. Rights of the Student suspected of Academic Misconduct

- 1st or 2nd offence: the opportunity to correct or re-submit in the case of suspected plagiarism or improper citing of sources, if submission deadlines permit
- Have parents/guardians informed (if under the age of 18) following any discussion that could lead to disciplinary action
- the opportunity for further education to avoid future occurrences of academic misconduct

8. Responsibilities

a. Student Responsibilities:

- understand what constitutes academic misconduct and the consequences
- know how to conduct research, including the selection of credible sources. Sources may include but are not limited to text, visual, audio, graphic, artistic, lectures, interviews, letters, broadcasts and maps
- ensure that all work submitted is authentic and sources are acknowledged using the accepted format established by the subject teacher
- ensure that when working collaboratively, the final product submitted for assessment is produced without assistance from others
- take responsibility for their own work and seek assistance from the subject teacher, teacher librarian or coordinator when necessary
- understand how to submit work using D2L, to facilitate plagiarism detection by TurnItIn
- understand what constitutes academic misconduct and the consequences of malpractice

b. Teacher/EE Coordinator Responsibilities:

- model academic integrity in their teaching practice, including citing of sources used in the preparation of teaching and learning resources
- promote academic integrity as a positive outcome that fosters an environment that values integrity and recognizes the ideas and products of others
- provide students with opportunities to practice and learn how to use other people's work to support their own
- teach citation styles appropriate to the subject area (MLA, APA, Chicago style)
- teach students the procedure for using D2L to submit assignments for plagiarism detection using TurnItIn, when appropriate
- check student assessments for plagiarism using TurnItIn and confirm the absence of plagiarism by submitting these assessments to the IB Coordinator for submission to IBIS
- ensure students understand the types of malpractice and provide specific examples that relate to their subject
- review with students the consequences of academic misconduct and the procedures that follow a breach of the Academic Integrity Policy
- follow procedures outlined in the Consequences for Academic Misconduct

c. School Responsibilities:

- continue to develop a school culture that values academic integrity and integrity
- communicate the academic integrity policy and consequences for misconduct to the student, parents and community
- administer appropriate consequences for misconduct using a progressive discipline strategy

d. Parent Responsibilities:

- model ethical behavior to support their student's participation in the Diploma Programme
- understand what constitutes academic misconduct
- understand the consequences for a student who has breached IB regulations, which may include removal from the Diploma Programme

9. Review of Academic Integrity Policy

This policy will be reviewed annually by a committee that includes the following members of the school IB community: IB Coordinator, an Administrator, subject teachers, parents/guardians and students.

This policy document was last reviewed and updated in the month of June, 2023.

Documents consulted in the preparation of this policy:

Academic Honesty in the Diploma Programme brochure. Cardiff U.K.: International Baccalaureate Organization, 2023.

Academic integrity policy. Cardiff U.K.: International Baccalaureate Organization, 2023.

Academic integrity in practice: The Arts. Cardiff U.K.: International Baccalaureate Organization, 2021.

Diploma Programme assessment procedures. Cardiff U.K.: International Baccalaureate Organization, 2024.

Growing success assessment, evaluation and reporting in Ontario schools. Ministry of Education, 2010. Print.

The IB and Artificial Intelligence (AI) Tools. Cardiff U.K.: International Baccalaureate Organization, 2023.

Acknowledgement of the Leamington District Secondary School Academic Integrity Policy

I have read and fully understand the Leamington District Secondary School Academic Integrity Policy and agree to adhere to this policy as a candidate student registered in the International Baccalaureate Diploma Programme at Leamington District Secondary School.

Candidate

Name: _____

Signature: _____

Date: _____

Parent/Guardian

Name: _____

Signature: _____

Date: _____