

# Academic Integrity Policy

## **1. Definitions**

The Academic Integrity Policy in an educational context establishes the code and defines the rules regarding the integrity and respect of another's ideas and work. Any production that uses or references another's ideas or work must mention the origin and the author.

The entire school community must be exemplary in this area. Integrity must be encouraged by everyone, children and adults alike.

This code of ethics defines the expectations associated mainly with the production of authentic documents. It clearly defines the attitudes which are forbidden and the responsibilities of everyone.

It is important to clarify the terms below which are associated with dishonest attitudes and behaviors.

Fraud: Behavior which gives or is likely to give a student a dishonest advantage when producing a document, project, homework, or exam. Fraud is included in the following: plagiarism, collusion, and duplicating work.

Plagiarism: A student presents another's ideas or work as their own.

Collusion: A student contributes to a fraud by allowing a classmate to copy his or her work or to present it as his or her own.

Duplication of work: A student presents the same work for different components of a project, homework, exam, etc.

Dishonest practices: Falsification of documents, exams, grades or comments; non-authorized use of information technology.

This list is not exhaustive.

## **2. Rules for presenting sources and mentioning original authors**

The program must give students the tools to develop the skills and attitudes which lead to academic integrity: to learn the principles of paraphrasing and citation, to learn how to reference others' work using an accepted model, to understand the meaning of intellectual property and to know the limits using this type of property.

L'École Française du Maine uses internationally recognized citation styles. Students are expected to respect these when referencing articles and authors in their writing.

Language teachers play an essential role in teaching this practice of honor and respect.

Citations are required for presenting a variety of sources: articles, books, speeches, films, photographs, etc.

## **3. Roles and responsibility in promoting the Academic Integrity Policy**

In following the Academic Integrity Policy, students should demonstrate that they have the qualities of an IB learner: to be principled, reflective, caring, and an inquirer.

### **A. Student Responsibility (see Annex A)**

At the beginning of the school year, students discuss what it means to have integrity and the importance of respecting the work of others. Students then commit in writing to respect the Academic Integrity policy of L'École Française du Maine, which will be presented to all students by their teachers, and to parents:

- To produce authentic work.
- To understand that putting one's name on a document certifies that one is the author.
- To commit to informing a member of the faculty of any fraud, whether intentional or not, by a student himself/herself, a group of students or another member of the school community.

## **B. Faculty Responsibility**

The faculty must put the Academic Integrity Policy into practice by explicitly referencing the sources used in one's work and presentation. Bibliographies, references and citations must respect the internationally recognized formats.

The Approaches to Learning (ATL skills) at the heart of the IB program are a way to acquire the skills for respecting intellectual integrity. These skills must be explicitly taught through media and information technology research activities.

These engaging learning experiences must:

- Involve students regularly in discussions and reflections about fraud using concrete examples.
- Explain and verify that students have understood the difference between collaboration and collusion.
- Explain and verify that students follow the principles of the Intellectual Integrity Policy.
- Systematically inform his or her supervisor (Department head, Head of school) of and record in writing any act which goes against the Intellectual Integrity Policy.
- Systematically communicate the expectations regarding the Integrity policy to parents in writing.

## **C. School Responsibility**

L'École Française du Maine agrees to:

- Distribute and uphold the school's Academic Integrity Policy, ensure with the faculty that it is put into use, and investigate any fraud.
- Put into place a procedure of reporting and recording of fraud.

## **D. Parent Responsibility**

Parents agree to:

- Sign the school's Academic Integrity Policy with their child(ren).
- Encourage their child(ren) to respect the policy.
- Inform the faculty of any practices that go against this policy.

#### **4. Consequences of an improper conduct and punishment scale (Annex B)**

Incidents will be discussed with students and their parents.

Appropriate punishment will be decided according to the seriousness of the wrongdoing and any repeated offenses, according to the school's discipline policy.

#### **5. Revision of the Academic Integrity Policy**

In accordance with IB Standards and Practices, this Academic Integrity Policy adheres to IB Culture 3: *The school implements, communicates and regularly reviews an academic integrity policy that creates cultures of ethical academic practice. (0301-03).*

This policy was adapted and expanded from existing school Academic integrity policies in August 2022. It is reviewed and reflected upon annually by administrative and teaching staff, along with the greater school community.

#### **6. Bibliography**

*Academic Integrity Policy*, October 2019

*Programme Standards and Practices*, March 2018

*The Learning Community*, December 2018

Leading the Learning - IB Professional Development Course, Cat. 1

Making the PYP Happen - IB Professional Development Course, Cat. 1

[My IB Programme Resource Center](#)

## **Annex A: Expectations and best practices**

The student agrees to:

- Read and understand the school's Academic Integrity Policy;
- Use and cite sources used in a formal and appropriate way;
- Explicitly and appropriately acknowledge any help provided by another person;
- Respect all rules regarding testing procedures.

The student will be mindful of:

- Adhering to the rules regarding intellectual property when copying sources;
- Not copying the work of another student;
- Not giving his or her work to another student to recopy, completely or partially;
- Using his or her notes during a test, unless authorized by the teacher;
- Not doing work for another student.

## **Annex B: Breach of intellectual integrity**

Breaches of intellectual integrity are divided into three levels. These levels are determined by the nature of the offense and student's intentionality.

The parents will always be contacted in these situations.

**Level 1:** The offense will be handled by the teachers and the concerned students and will be reported to the supervisor and/or the Head of School.

This level includes, but is not limited to, the following cases:

- Copying homework;
- Seeing another student copy during a test or quiz;
- Allowing another student to copy during a test or quiz;
- Using other dishonest methods of receiving or giving answers on a test or quiz;
- Using information from a source that is incorrectly cited;
- Working with others on work that should be done individually.

**Level 2 :** Serious offenses which will be handled by the teachers and the concerned students and will be reported to the supervisor and/or the Head of School.

This level includes, but is not limited to, the following cases:

- Documents copied from the Internet, other publications, or the work of other students not expressly authorized by the teacher;
- Obtaining part of a work or test in order to use it or give it to others.

**Level 3:** Very serious offenses which will be handled by all faculty and the Head of School.

This level includes, but is not limited to, the following cases:

- Influencing or pressuring another student or group of students;
- Stealing exams, copies, or documents belonging to a teacher;
- Modifying grades on copies or report cards.

**Academic Integrity Policy Form**

All work that I submit to a teacher will be my own work. This includes work done at home, in class, alone or in a group.

I agree to learn the procedures for referencing the work and ideas of another and to reference every use of another's work as ideas.

I know that I can ask for help if I am not sure of the intellectual integrity of my work.

I will not allow others to copy or hand in work that I have done.

I have read the school Academic Integrity policy.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent of Legal guardian Statement:**

I have read the school's Academic Integrity Policy.

I have consulted it with my child.

Parent or Legal Guardian Name: \_\_\_\_\_

Parent or Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_