

Academic Integrity Policy

Updated on: August 2024

**Approved:
School Principal**

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1. General provision

International Talent Academy's vision is to be: A community of like-minded people who help young individuals develop their potential, to be conscious and responsible for creating a better world.

Our mission: We nurture a new generation of happy and harmonic people by unlocking their potential through a supportive educational environment and rigorous education.

Our values are:

- sustainability
- respect
- transparency
- teamwork
- individuality
- integrity (mindfulness)
- equality

Academic Integrity Philosophy

This Academic Integrity Policy at International Talent Academy is developed in accordance with the requirements of the International Baccalaureate and the School Charter.

The International Talent Academy (ITA) attaches great importance to the issues of integrity and academic honesty. The school administration, academic departments, and all employees share the position that integrity and high personal qualities are important components of a student's academic success.

International Talent Academy (ITA) is committed to fostering a culture of academic integrity among its students and staff. This Academic Integrity Policy aligns with the principles and standards set forth by the International Baccalaureate (IB) program and aims to promote integrity, ethical behavior, and the responsible use of information.

The purpose of this policy is to:

- Encourage academic integrity and personal responsibility.
- Define academic misconduct and its consequences.
- Promote a culture of research and information ethics.
- Support students in their development of critical thinking and reasoning skills.

At ITA, students are expected to adopt the traits of the IB Learner Profile, which are embedded through the curriculum and school culture. These profile traits serve as guidelines for our Academic integrity Policy and include:

- Inquirers - those who acquire the skills necessary to conduct inquiry and research;
- Knowledgeable - those who explore concepts, ideas and issues;
- Principled - those who act with integrity and integrity, and take responsibility for their own actions;
- Risk-takers - those who are brave and articulate in defining their beliefs.

When these qualities are practiced, they promote the type of behaviors and skills needed to be successful in both the classroom and future educational endeavors. These qualities also prepare students to be effective global citizens.

The following definitions are used in the Policy:

Academic integrity - A set of intrinsic values and skills that promote the learner profile trait of principled, as well as integrity in teaching, learning and assessment.

Authentic authorship - Authentic authorship is defined as a student’s piece of work based on his/her “individual and ordinal ideas with the ideas and work of others fully acknowledged” (Academic integrity). It is important to note that students may use resources that support their ideas, but they must also correctly cite the source using MLA format.

Paraphrasing - Paraphrasing is defined as using different words to restate another person’s ideas. Paraphrased ideas usually have a sentence structure, style, and vocabulary different from the original author. Paraphrasing is an acceptable way to use a source. However, because paraphrasing still uses the ideas of another person, the source must be properly acknowledged through using MLA format.

Accomplice to Cheating - Someone who helps another in their choice to gain an unfair advantage in the assessment situation.

Academic Misconduct - The practice of presenting work which is not fully one’s own, and/or which has been completed using resources which were not meant to be accessed. Academic Misconduct may result in someone gaining an unfair advantage, such as in assessments, grades, recognition, respect, university admissions, and/or awards.

Cheating - Any attempt in gaining unauthorized assistance or resources related to an assessment.

Citation - An attribution provided in a recognized, technical format, such as prescribed by the Modern Language Association (MLA).

Collaboration - Involves students working with others, openly and honestly with the knowledge and approval of their teacher. When approached in a positive and cooperative way, it is a valuable tool for developing a range of ATL skills.

Collusion - Supporting another student's Academic Misconduct, e.g. by allowing one's work to be copied or submitted for assessment by another student or supporting another student's efforts to hide their Academic Misconduct.

Duplication - Presentation of the same work for different assessments and/or course requirements, without explicit permission from all relevant teachers.

Intellectual Property - Ideas or work of another person, including professionals and scholars.

Malpractice - Any act of academic disintegrity including plagiarism, cheating, and accomplice to cheating.

Misrepresentation - Deliberate fabrication or falsification of data or information.

Plagiarism - The representation of the ideas or work of another person, without proper, clear and explicit acknowledgment.

Quotation - A representation of someone else's exact words. A quotation requires attribution and/or citation. It is also required to clearly indicate the full and exact extent of all quoted material.

Summary - A representation of key points, leaving out less-important material. If the summary is of someone else's words, ideas or materials, it requires attribution and/or citation. A summary may consist of paraphrases, quotations, or a mixture of the two.

2. Types of violations

This document outlines the challenges that learners face in demonstrating integrity and how teachers, learners and stakeholders share responsibility for ensuring that all actions in support of academic integrity are integrated and consistent. Academic integrity is defined as a set of intrinsic values and skills that promote the learner profile that is principled. It also entails integrity in teaching, learning, and assessment. Furthermore, ITA expects that students respect others' intellectual property and submit work that is of their own creation. If ITA students want to use the ideas of others in their work, they are expected to cite them appropriately, using the Modern Language Association (MLA) format.

IB defines academic misconduct as "behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components." This includes:

A. PLAGIARISM

Plagiarism is defined as "using words, ideas, or products which belong to another person or source, without giving credit to the source from which it was taken" (atd. in Carroll 3). Plagiarism can occur when a person tries to represent another person's

work as his/her own to obtain some benefit, credit, or gain. However, plagiarism can also occur unintentionally if a person does not acknowledge the work of others that helped him/her to complete the assessment task. Regardless of the motivation, plagiarism is unacceptable and can be avoided with proper teaching and learning.

To Avoid Plagiarism:

If you ever use someone else's words or ideas, give them credit. In the same sentence where you copied their ideas or words, you must mention the author or location where you found the information. Using outside sources makes a better argument and gives your work greater credibility.

B. CHEATING AND ACCOMPLICE TO CHEATING

Cheating is defined as behavior that results in a student making a deliberate choice to gain an unfair advantage in an assessment situation. An accomplice to cheating is someone who makes the deliberate choice to help another individual cheat. Cheating includes but is not limited to:

1. copying another student's work (with or without his/her knowledge);
2. copying assessment tasks;
3. forgery;
4. using unauthorized notes or other study aids during an assessment.
5. submitting work as his/her own that has been copied; and/or
6. communicating with other students during assessment.

To Avoid Cheating:

Leave all electronic devices in your locker when taking an assessment. Avoid talking to or looking at classmates during an assessment. Be a principled human being and tell the truth.

C. COLLUSION

At ITA, collusion is defined as behavior that provides another student with help in cheating. This help includes but is not limited to:

1. giving intellectual property (their own or others) to student with intent to cheat.
2. providing information on how to obtain another student's intellectual property.
3. providing information on how to obtain assessment tasks (prior to examination);
4. forging documents for another student.
5. helping copy documents for another student.
6. providing unauthorized notes to another student during an assessment; and/or
7. taking an online assessment or assignment under another student's identity.

To Avoid Collusion:

Always do your own work. If you are unsure, ask your teacher before you ask a classmate. During an exam or other assessment, avoid talking or looking at classmates. Raise your hand to make a request to the teacher.

D. DUPLICATION

Duplication is defined as the student turning in the same work for different assessment tasks or different subject areas. For example, a student cannot use his/her own summative work from a unit in Language and Literature about environmentalism for a summative task in sciences (unless an interdisciplinary unit has been established by the teachers and they have created a singular assessment task). Also, a student cannot use a summative task that he/she completed for Language and Literature Year 1 as a task in Language and Literature Year 3, even if the task is similar. In other words, students must produce new work (meeting requirements for authentic authorship) for each assessment task assigned throughout their academic careers.

To Avoid Duplication:

Start a new document whenever you start a new assignment and avoid copying anything from earlier work. Ask your teacher when you are unsure if you can borrow an idea from a previous piece of work.

E. MALPRACTICE

Malpractice is defined as any act of academic disintegrity. This includes plagiarism, cheating, collusion, and duplication.

F. FALSIFICATION OF ASSESSMENTS, DATA, ASSESSED WORK:

- falsification of grades, results of evaluation of answers to the task.
- intentionally tampering with or damaging another student's assessed work.

G. IMPROPER USE OF INFORMATION OR DEVICES:

- the use of information on electronic, digital, paper media, technical devices during the performance of the assessed work, the use of which is prohibited by the relevant regulations.
- receiving any responses to the estimated work by any means, including downloading via email, computer, etc.
- removal from the office and / or copying from the computer materials of the pedagogical worker related to the assessed works on paper and electronic media.
- removal from the office and / or copying from the computer materials of the pedagogical worker related to the assessed works on paper and electronic media.
- receiving any answers of the evaluated work by any means, including downloading via email, computer, stealing from the office and / or copying from the computer the materials of the teacher regarding the evaluated works on paper and electronic media, buying or otherwise receiving answers from the evaluated works to issue them as own.

- selling or otherwise assisting in the purchase and / or sale and / or providing access to partial and / or complete answers to the submitted assessed work.
- disclosure or receipt of information about the content of the assessed works and examination materials before the delivery of the work/exam by the last class of the parallel and within 24 hours after the delivery of the work/exam by the last class of the parallel through any type of communication/media.

H. COLLABORATION

Collaboration is a necessary 21st century skill. Therefore, ITA desires that all our students learn to collaborate ethically on academic projects. However, students must understand the difference between honest and dishonest collaboration. Collaboration is defined as cooperative work with other students on academic tasks. In collaborative work, students are assigned individual responsibilities to create independence and group accountability.

Students are not allowed to collaborate unless the teacher has assigned a collaborative task or has approved a student request for collaboration. Any behavior during collaboration that falls under the definition of cheating or accomplice of cheating will be reported and addressed according to the terms of this policy. In addition, if a student is believed to have allowed fellow students (during collaborative work) to perform most/all the required tasks, this will be considered a form of cheating.

3. Citation and formatting

ITA uses the MLA citation format in all MYP classes and subject groups. Listed below are examples and websites to assist with MLA's citation and formatting: ALL ITA students have access to both libraries during school hours.

1. Citation Machine
2. Easy Bib
3. Purdue English
4. Bibme

Citing and acknowledging original authorship in **MLA** (*Modern Language Association*) style involves using specific conventions for various types of sources. Examples of citation:

1. Books:
 - In-text citation: (Author's Last Name page number) Example: (Smith 45)
 - Bibliography/Works Cited Entry: *Smith, John. Title of the Book. Publisher, Year.*
2. Journal Articles:
 - In-text citation: (Author's Last Name page number) Example: (Johnson 22)

- Bibliography/Works Cited Entry: Johnson, Sarah. "Title of the Article." *Title of the Journal*, vol. 10, no. 2, Year, pages.
3. Websites:
 - In-text citation: (Author's Last Name, or Title of the Webpage)
Example (with author): (Brown)
Example (without author): ("Title of the Webpage")
 - Bibliography/Works Cited Entry: Author (if available). "Title of the Webpage." Name of the Website, URL.
 4. Newspapers:
 - In-text citation: (Author's Last Name page number) Example: (Johnson A5)
 - Bibliography/Works Cited Entry: Johnson, Sarah. "Title of the Article." *Name of the Newspaper*, Date, page.
 5. Encyclopedias:
 - In-text citation: ("Title of the Article") Example: ("World War II")
 - Bibliography/Works Cited Entry: "Title of the Article." *Title of the encyclopedia*, Publisher, Year.
 6. Films or Video:
 - In-text citation: (*Title of the Film*) Example: (*Citizen Kane*)
 - Bibliography/Works Cited Entry: *Title of the Film*. Directed by Director's name, Year, Studio or Distributor.
 7. Interviews:
 - In-text citation: (Interviewee's Last Name) Example: (Smith)
 - Bibliography/Works Cited: Smith, John. Personal Interview. Date of Interview.
 8. Social Media:
 - In-text citation (@Username) Example: (@AuthorName)
 - Bibliography/Works Cited entry. Author Name. "Post or Tweet." *Name of the Social Media Platform*, Day Month Year, URL

4. Academic Integrity and AI Tools

The International Baccalaureate (IB) has embraced AI tools to enhance students' learning experiences and develop critical thinking skills. By incorporating AI technologies, students can explore complex concepts in innovative ways, deepening their understanding of various subjects (Appendix 6: Guidance on the use of artificial intelligence tools, International Baccalaureate Organization 2019).

These tools help students analyze data, generate insights, and make connections that traditional methods may not reveal, fostering problem-solving abilities and critical thinking in a dynamic learning environment. Upholding principles of academic integrity is crucial as students use AI tools, ensuring proper referencing and ethical use of information.

The IB promotes transparency and respect for intellectual property rights in utilizing AI-generated content, offering students opportunities to engage with cutting-edge tools that support academic growth while emphasizing integrity and ethical practices in academic work.

How does IB recommend to reference AI Tools?

- Include a citation at the point of use whenever an external source, including AI tools, is used in any work.
- The citation in the text should lead to a full reference in the bibliography.
- Clearly reference any text or product generated by an AI tool in the body of the work and add the reference in the bibliography.
- In-text citations should use quotation marks and follow the school's referencing style, e.g., "the development of the tools and variables required for....." (text taken/paraphrased from ChatGPT, 2023);
- The reference in the bibliography should include the prompt given to the AI tool and the date it generated the text, e.g., OpenAI. (23 February 2023). ChatGPT response to example prompt about example topic.

5. Responsibilities of the school community

Student Role

It is the student's responsibility to produce and submit assignments that represent his or her own work. When the ideas of others are included, this information must be properly cited. Students should ask for assistance if they are uncertain about how to correctly acknowledge sources. Learners are also accountable for understanding the Academic Integrity Policy and to ask clarifying questions at any time needed.

If students submit work that is not original, they must be willing to accept the appropriate consequences. Whether the academic disintegrity was intended or the result of inadequate effort, students must take responsibility for their actions. Students have the right to present their case in front of Administration in the event there is a reason to believe that his/her teacher has been unfair when judging for academic misconduct. In this case representatives of the Academic Committee will revise the incident reported and schedule a teacher-parent conference to discuss the incident and make a final decision.

Families' Roles

Parents and guardians are expected to understand and support ITA's Academic Integrity Policy. It is critical that they attend meetings and conferences to the academic integrity of their students. Parents and guardians need to help their children abide by

its contents and support them in understanding what constitutes authentic work and proper citing of sources. Families who observe any incidents of academic disintegrity are encouraged to report the incident to the student's teacher or administration.

Teachers' Roles

All subject area teachers have the obligation to instruct learners in the proper ways of producing authentic work. They must ensure that students understand how to create original work through both research and collaboration. Educators also need to make certain that students know how to properly cite sources, including when paraphrasing, to avoid plagiarism. These responsibilities are to be continually reinforced throughout the school year. The teacher's role further includes helping IB learners to fully comprehend the Academic integrity Policy and to provide resources for them to use at home and in the classroom.

Control and monitor the implementation of academic integrity by students by checking the work of students, including using the Turnitin tool, if this is due to the specifics of the subject and the subject curriculum.

Leadership Team's Role

The members of the leadership team are required to support teachers and administration in upholding the Academic Integrity Policy. They must thoroughly understand its content to provide necessary resources and/or delivery of consequences, if needed. The leadership team also has the responsibility to ensure that staff members comprehend this policy, and to assist them in educating their students.

Support Staff Role

Support staff members who witness any acts of academic disintegrity are required to report them to administration as soon as possible. It is not the responsibility of support staff to confront the potential violators.

Administration Role

The administrative team has the responsibility of ensuring that all stakeholders are in receipt of and understand the Academic Integrity Policy. Through written and electronic communication, as well as in-person training, administration is charged with the task of verifying that this policy will be enforced and supported by all parties involved. In addition, the administrative team will serve on the Academic integrity Committee.

Academic integrity Committee Role

The members of the Academic integrity Committee have the sole obligation of enforcing the Academic integrity Policy with integrity and consistency. The

administrative team will determine appropriate sanctions according to the Administrative Discipline. When ensuring consequences, administrators are required to make sure that the student policy violators understand the infraction and its ramifications.

Librarians

Librarians play a crucial role in supporting academic integrity by providing students and teachers, resources, and guidance necessary to maintain integrity and ethical behavior in academic work. Here's how they contribute:

Teaching Citation and Referencing: Librarians teach students how to properly cite sources in various citation styles (MLA) ensuring they give credit to original authors and avoid plagiarism. Plagiarism Awareness: They educate students on what constitutes plagiarism, both intentional and unintentional, and how to avoid it by paraphrasing, quoting correctly, and using citation tools. Source Evaluation: Librarians guide students in evaluating the credibility and reliability of sources, helping them discern between legitimate academic resources and unreliable information.

6. The procedure for applying measures in case of violation of the Policy

Teachers at ITA use Turnitin is a tool for detecting plagiarism in the works submitted to its database, offered and operated by the commercial company Turnitin, LLC, a subsidiary of Advance Publications, for commenting and grading works at all levels of education, designed to facilitate the work of educational educators' academic integrity in the Intellectual Schools.

Detection and Reporting

Students are also under obligation to report any incidents of academic disintegrity to the teachers or administration. As IB learners, students are required to be principled. This includes performing with Academic integrity. The names of students who bring forth information regarding situations of academic disintegrity will remain confidential. Furthermore, the reporter must not discuss the incident or any details of it, with anyone other than the teacher and administration.

Academic Disintegrity Consequences

Administering consequences that result from academic disintegrity will follow the following procedures for specific. All documents related to the incident will be kept in the School Academic integrity Policy Binder.

Violations of academic integrity may be detected during:

1. formative assessment;

2. summative assessment.
3. internal assessment
4. personal project
5. exams
6. service as action
7. e-assessment

MYP Year 1:

1. First Offense: The student will receive a detention for this 1st offense. In addition, a student and parent conference will be scheduled. Students will be allowed to retake their subject specific assignment/exam for a grade - this does not apply for State exams and/or Benchmark examination.
2. Second Offense: Students will receive a second detention. In addition, the student will receive a “zero” for any assignment that has been completed through academic disintegrity.
3. Third Offense: The student will serve an out of school suspension (1-5 days), depending on the level/degree of misconduct.

MYP Year 2–5:

1. First Offense: The student will serve detention. In addition, the student will receive “zero” for any assignment that has been completed through academic disintegrity.
2. Second Offense: The student will serve a half-day internal suspension. In addition, students will receive a “zero” for any assignment that has been completed through academic disintegrity.
3. Third offense: The student will receive an out-school suspension (1-5 days), depending on the level/degree of misconduct.

DP Grade 10-11:

1. First Offense: An act of violation of the Policy with relevant material evidence and copies of students' works are transferred to the tutor. The tutor notifies the parent or other legal representative of the student about the student's violation of the Policy. In addition, the student will receive “zero” for any assignment that has been completed through academic disintegrity.
2. Second Offense: An act of violation of the Policy with relevant material evidence and copies of students' works are transferred to the tutor. The tutor notifies the parent or other legal representative of the student about the student's violation of the Policy in writing and submits all documents to the DP coordinator. In addition, students will receive a “zero” for any assignment that has been completed through academic disintegrity.

- Third offense: An act of violation of the Policy with relevant material evidence and copies of students' works are transferred to the tutor. The tutor notifies the parent or other legal representative of the student about the student's violation of the Policy in writing and submits all documents for consideration by the Disciplinary Committee. In addition, students will receive a "zero" for any assignment that has been completed through academic disintegrity.

Consequences of Academic Misconduct

First offense	Second offense	Third offense	Fourth offense
<ul style="list-style-type: none"> • Work reset (the work gets "0") • Mandatory retake of the work, the level of achievement lowered • Tutor, principal, parents are informed • Record of the offense is made (Honesty Notes) 	<ul style="list-style-type: none"> • Work reset (the work gets "0") • Unable to retake the assignment • Two-day suspension from the class - special visit to the school • Parents and a student are called to the principal's office Record of the offense is made (Honesty Notes) 	<ul style="list-style-type: none"> • One week suspension • Total resetting of the week's grades with no opportunity to retake • Parents and a student are called to the principal's office • Record of the offense is made (Honesty Notes) 	<ul style="list-style-type: none"> • A student is put on expulsion

If the school, examiner, or International Baccalaureate organization finds evidence leading to a suspected breach of academic integrity by the candidate after submission of e-assessment, internal/final assessment, personal project, service as action, a request is sent to the School to investigate and provide the necessary reports and other relevant documents. The student is also asked to provide a written explanation. The Final Grading Committee (or a subcommittee of that committee) of the International Baccalaureate Organization may decide not to grade a student in a given subject and in addition prohibit the student from registering for future examination sessions.

If material evidence is found, the International Baccalaureate Organization has the right to conduct an investigation of academic integrity violations after the student's results have been published. If the International Baccalaureate Organization's Final Grade Award Committee or its subcommittee determines that there has been a violation of academic integrity, the candidate's score for that subject may be withdrawn. Withdrawal of a subject grade will lead to a subsequent withdrawal of the International Baccalaureate Diploma.

Students and parents or legal guardians have the right to see evidence, statements, reports and correspondence about the case.

Here are examples of resources to support an Academic Integrity Policy.

Plagiarism Detection Software:

- Example: ITA provides access to plagiarism detection software such as Turnitin, which allows students and teachers to check assignments for unoriginal content.
- Student Guides on Academic Integrity:
- Example: ITA conducts that explain academic integrity principles, proper citation, and example of how to avoid plagiarism. These guides are accessible for students throughout the school and Edupage.

Specific Training Programs:

- Example: ITA conducts workshops and training sessions for students on academic integrity.

Faculty Development Workshops:

- Example: ITA organizes workshops and training sessions for faculty members to help them with academic integrity policies and how to promote a culture of integrity and ethical behavior in their classrooms.

These resources support the Academic Integrity Policy by educating students, faculty, and staff about the importance of integrity, offering tools to check for plagiarism, and providing guidance on how to maintain high academic standards with upholding ethical behavior.

7. Review Process

The Academic Integrity Policy is reviewed every year as part of the cycle of policy reviews. This process seeks to revise and evaluate the policy's relevance and effectiveness and is informed by relevant IB official documents, other school policies, and the whole school development plan.

The first stage in the process includes sharing a digital version of the policy with the whole community for preliminary review. Policy development team summarizes the recommendations and communicates them to the administration team. Academic deputy head, DP and MYP coordinators, teachers consider all the suggestions and make the necessary adjustments (if any) in the document. The amended policy is then submitted to the Head of School for final revision and approval.

Last review: August 2024

Next review: August 2026

Policy development team:

- School Administration
- MYP Coordinator
- DP Coordinator
- Teachers

8. References

International Baccalaureate. Academic integrity policy, 2019

Declaration of Academic integrity

As a principled school, we at ITA expect all members of our school community to adhere to our Core Values by mastering and practicing Academic integrity.

By signing this declaration I am confirming that I understand the definitions of plagiarism, collusion and citation, and affirm that all submitted research will be properly cited according to MLA guidelines.

The definitions are as follows:

Plagiarism: The representation of the ideas or work of another person, without proper, clear and explicit acknowledgment.

Collusion: Supporting another student's Academic Misconduct, eg by allowing one's work to be copied or submitted for assessment by another student, or supporting another student's efforts to hide their Academic Misconduct.

Citation: An attribution provided in a recognized, technical format, such as prescribed by the Modern Language Association (MLA).

I, _____ declare that:

- I will not copy information from other people or sources without attribution;
- I will put the ideas I learn from other sources into my own words and provide proper and clear attribution;
- I will give attribution to the sources that gave me ideas and information (including Artificial Intelligence).

Student signature: _____ Date: _____

Teacher signature: _____ Date: _____