



**MEF INTERNATIONAL SCHOOL
ACADEMIC INTEGRITY POLICY - PRIMARY SCHOOL**

STATEMENT OF AIM

MEF IS recognizes its central role in the cultivation and promotion of academic integrity in its community. To this end, this procedure sets forth definitions of academic integrity and misconduct and elaborates the responsibilities of students, staff, and parents in maintaining academic integrity. Moreover, the process is outlined for reviewing and dealing with instances of academic misconduct on internal and external assessments.

RATIONALE

MEF International School's academic integrity policy is essential in promoting a culture of honesty, fairness, and responsibility among its students. The policy seeks to uphold the IB's standards of academic honesty and to prepare students for future academic and professional endeavors. By adhering to the policy, students learn to acknowledge and properly cite sources, avoid plagiarism, and understand the consequences of academic misconduct. The policy is also designed to promote a sense of community and mutual respect among students, as it requires them to uphold the principles of academic integrity not just for their own benefit but for the benefit of the entire school community. Through the implementation of this policy, our school aims to cultivate in its students the traits of the IB learner profile, such as being principled, knowledgeable, and reflective, and to instill in them a strong sense of ethical responsibility.

PROCEDURE

To ensure a culture of academic integrity in our primary school, MEF IS has established clear guidelines and expectations for all members of the school community. Academic integrity is a fundamental value that promotes honesty, trust, and responsibility in the creation and presentation of scholarly work. This policy emphasizes the use of one's own original ideas and materials in demonstrating knowledge and the proper citation of any utilized sources.

To support this, MEF IS follows the MLA citation format, as outlined in "[The IB Programme Continuum of International Education: Effective Citing and Referencing](#)" document. It is the responsibility of all students, teachers, administrators, and parents to familiarize themselves with this document and to uphold the principles of academic integrity. Any violation of this policy will result in consequences, as outlined in the policy, in order to maintain the highest standards of academic honesty and ethical behavior.

Academic integrity is defined as:

- "The use of one's own thoughts and materials in the demonstration of knowledge and the proper citation of any utilized sources" (Academic integrity, 2007)

Student Responsibilities

Academic integrity is an important value that underpins all academic work. As Primary School students progress through their schooling, they are expected to demonstrate an increasing understanding of academic integrity, misconduct, and its consequences. Primary School students are expected to produce legitimate, authentic, and honest academic work (Academic integrity guidelines, 2019). The IB Learner Profile attributes are an integral part of academic integrity and guide students towards responsible and ethical behavior in their academic work.

Academic Integrity Guidelines for Grades 1-3:

- Be honest: Tell the truth and act with integrity. (Principled)
- Do your best: Strive to do your best work and take pride in your accomplishments. (Reflective)
- Use your own words: Create your own ideas and use your own words when completing assignments. (Thinker)
- Share ideas respectfully: Give credit to others for their ideas and work. (Caring)
- Ask for help: If you are having trouble completing an assignment, ask your teacher for help. (Communicator)

Note: In Grade 3 students are to begin the process of learning in-text citations and creating a works cited page, understanding how to fulfill these expectations by the end of the school year..

Academic Integrity Guidelines for Grades 4-5:

- Be honest: Always tell the truth and act with integrity. (Principled)
- Do your best: Strive to do your best work and take pride in your accomplishments. (Reflective)
- Use your own words: Create your own ideas and use your own words when completing assignments. (Thinker)
- Cite your sources: Give credit to others for their ideas and work by citing your sources properly using in-text citations and a works cited page including author and source location (Knowledgeable)
- Ask for help: If you are having trouble completing an assignment, ask your teacher for help. (Communicator)
- Take responsibility for your actions: Take responsibility for your academic work and the consequences of your actions. (Principled)

Teacher Responsibilities:

- Consistently model and teach academic integrity in accordance with MLA guidelines.
- Monitor academic integrity within their classrooms and address any violations.

- Provide guidance and support to students who may have questions about academic integrity.
- Collaborate with the librarian to ensure academic integrity is taught across the curriculum.
- Report any violations of academic integrity to the administration.
- Encourage students to take pride in their own work and avoid cheating or plagiarism.

Librarian Responsibilities:

- Support teachers and students in understanding academic integrity and misconduct.
- Provide guidance and support to teachers in preparing lessons on academic integrity.
- Collaborate with teachers to ensure academic integrity is taught across the curriculum.
- Encourage students to use proper citation methods and avoid plagiarism.

Administration Responsibilities:

- Model and monitor academic integrity in accordance with school procedures.
- Ensure that both students and teachers understand and follow procedures associated with academic integrity and misconduct.
- Provide training for teachers on how to promote academic integrity in the classroom.
- Address any violations of academic integrity in a fair and consistent manner.

Parent Responsibilities:

- Support their children in upholding academic integrity.
- Encourage honesty and integrity in their children's work.
- Help their children understand the importance of proper citation methods and avoiding plagiarism.
- Report any concerns about academic integrity to the school administration.

Academic Misconduct

In accordance with IBO guidelines, MEF IS focuses on the positive quality of academic integrity, but also recognizes the need to illustrate what constitutes academic misconduct. Academic misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components. Examples of academic misconduct include: plagiarism, collusion, duplication of work, copying, examination, paraphrasing (without acknowledging resources).

- **Plagiarism** is the act of using someone else's ideas, words, or work without giving proper credit or acknowledgement, whether done intentionally or unintentionally. It also includes the use of translated materials without proper citation.
- **Collusion** is when a student supports academic misconduct by another student, such as allowing their work to be copied or submitted for assessment.
- **Duplication of work** refers to presenting the same work for multiple assessment components or curriculum requirements, without creating new or original work.
- **Copying** is taking someone else's work, with or without their knowledge, and submitting it as one's own.

- **Cheating** is any behavior that gives a student an unfair advantage, such as communicating with another student during an assessment, bringing unauthorized materials into an examination room, or consulting such materials during an examination.
- **Paraphrasing** without acknowledging sources is the act of rephrasing something written or spoken in one's own words without giving proper credit or attribution to the original source.

Adapted from The IB Diploma Programme publication “Academic integrity” (2019) and “The IB programme continuum of international education Effective Citing and Referencing” (2022)

Academic Misconduct Procedure

1. **Restorative conversation:** The teacher will engage in a restorative conversation with the student, encouraging the student to take responsibility for their actions, discuss the impact of their actions on others and the community, and identify ways to repair the harm caused.
2. **Parent/Guardian Communication:** The teacher will inform the parents/guardians of the situation and invite them to participate in the restorative process.
3. **Redo the assignment:** The student will be required to redo the assignment with guidance and support to ensure the work is original and authentic. The teacher will provide further instruction and feedback to help the student understand and avoid academic misconduct.
4. **Reinforce Academic Integrity:** The teacher will reinforce/re-teach academic integrity by providing further guidance and instruction to the student and the class.
5. **Documentation:** The incident will be documented in the student’s academic file, including a description of the misconduct, the steps taken to address it, and any follow-up actions.
6. **Repeated or Serious Misconduct:** In cases of repeated or serious academic misconduct, the administration will be notified and may take further action in consultation with the teacher and parents/guardians.

Bibliography

International Baccalaureate Organization. “The IB Programme Continuum of International Education: Effective Citing and Referencing.” Cardiff, 2022. Print.

International Baccalaureate Organization. “Academic Integrity: Guide for the Diploma Programme.” IBO, Web.

Document History		
Date	Details	Responsible
December 2022	Policy created	Academic Integrity Team: Golnaz Abae, Ece Genis, Bradley Vezina, Verny Jimenez
March 2023	Policy modified and approved	Brett Warfield