



KINNAIRD ACADEMY HIGH SCHOOL FOR GIRLS

2-EMPRESS ROAD LAHORE



ACADEMIC INTEGRITY POLICY UPDATED 2024

MISSION AND VISION

OUR VISION

“To develop each child to his/her full potential in an English medium environment”.

MISSION STATEMENT

Our mission is to provide education of the highest quality that addresses individuals’ moral, physical, intellectual, social and spiritual needs, in an environment that embodies the core values of self- discipline, integrity, tolerance, respect for others, fairness, justice and service, that will enable them to contribute to positive changes in society as citizen-leaders of their community, their church, their country and the worlds. We want to see Christian students empowered and enabled to deepen their faith and their sense of community with one another.”



DEAR KINNAIRD ACADEMY PARENTS

At KINNAIRD, our policies are grounded in IB philosophies, standards, and practices. We strive to embody the principles of the IB Learner Profile and IB mission in every policy. Our policies have been developed collaboratively with teachers, parents, and students to ensure relevance and effectiveness. The following policies are mandated by the IB:

1. Admissions

2. Inclusion

3. Language

4. Assessment

5. Academic Integrity

Kinnaird is a journey of lifelong learning unlocking the potential of children/families from diverse and disadvantaged backgrounds. It is an evolving school for the future, nurturing young learners through inquiry-based liberal education in a global context bearing the motto ‘Enabling our Future’ Our school policies are intended to embrace and encourage our diversity.

Each policy document is driven by the philosophy, child's rights, and community responsibilities, a description of how each policy upholds the IB learner profile, and links to the other policies.

Warmest regards,



KINNAIRD

PHILOSOPHY

Our school defines academic honesty as values and skills that promote personal integrity and integrity in teaching, learning, and assessment. We believe that in order to achieve this, it is essential that we focus on educating our students to be principled, to recognize and celebrate original student work, and to take pride in promoting student learning through inquiry that includes responsible use of information and communication of original work. Students should be provided with detailed guidance in developing the skills necessary to uphold academic honesty standards.

Definition

The Academic Integrity Policy defines and clarifies the expectations associated with submitting original work. It will provide staff, students, parents, counselors, and administrators with a shared understanding of malpractice, define the responsibilities of all parties in preventing malpractice, and encourage principled behavior in the learning environment of our schools.

Academic integrity is acknowledging responsibility for the production of students' work, recognizing the work of others, and maintaining honor and trust in the learning environments of our schools.

In order to understand appropriate academic honesty practice, it is essential to clarify behavior that can lead to an unfair advantage in academic work, hereby referred to as malpractice.



Rights and Responsibilities

| Rights | Responsibilities |
|---|--|
| <p>Students</p> <ul style="list-style-type: none">• They are explicitly taught the approaches to learn skills needed to demonstrate academic integrity.• Access library resources that enable them to develop information and media literacy skills to support academic integrity, integrity in research• Can challenge a charge of academic misconduct• Can request a review of a decision regarding academic misconduct• Receive a grade change in their favor when a misconduct case has concluded in their favor | <p>Students</p> <ul style="list-style-type: none">• Report malpractice violations to a trusted school employee. <p>Teachers</p> <ul style="list-style-type: none">• Explicitly teach the approaches to learning skills needed to help students develop academic integrity.• Model academic integrity• Communicate the expectation of a task, including expectations related to academic integrity.• Provide formative feedback related to academic integrity.• Inform students and guardians about actions being taken by the school related to academic integrity. <p>Librarian</p> <ul style="list-style-type: none">• Teaches how to create Works Cited pages and how to take notes to avoid plagiarism• Teaches how to cite various types of digital, print, and in-person sources• Provides resources to respect copyright and intellectual property, such as copyright-friendly images and copyright-friendly music |



Administration

- Support academic honesty policy and investigate all counselor/teacher reports of malpractice.
- Ensure all staff, students, and parents understand definitions, responsibilities, and repercussions.
- Ensure the academic honesty policy is applied consistently throughout the school.
- Provide staff development and guidance on academic writing and referencing available systems.
- Make parent and student contact to reflect on malpractice incidents.

Parents/guardians

- Encourage children to practice academic honesty.
- Encourage children to cultivate a culture of academic honesty in school.
- Address academic misconduct/malpractice concerns with children and school personnel if necessary.



Academic Integrity and Assessment

At Kinnaird, we strive to develop in students the skills needed to demonstrate integrity when completing assessments. Students are explicitly taught to be principled and honest about their work while appreciating and formally acknowledging the work of others. We encourage teachers to design assessments that lead students to produce original and authentic work.

Academic Integrity and Inclusion

At Kinnaird, we believe that students and teachers should always act with integrity and academic honesty. Therefore, all students are provided with detailed guidance in developing the skills necessary to uphold academic honesty standards. Homeroom and Subject teachers are responsible for defining and instilling academic honesty skills.

Academic Integrity and Admission

To observe integrity parents are expected to provide correct information and authentic documentation at the time of admission.

Academic Integrity and Language

The Kinnaird Academic Integrity document includes clear definitions, practices and consequences of academic dishonesty. Through their language learning, students are expected to be principled learners in furthering their language development.

At Kinnaird, the following practices are considered dishonest with regards to language learning:

- If a student claims ownership of another student's, group's or pair's work
- If the student receives support from another student, parent, teacher or tutor without the approval of the teacher
- During creative writing tasks if the student reproduce the text from any online or library resource without acknowledging the original resource.

Plagiarism

An act or instance of using the language and thoughts of another author without authorization and the representation of that author's work as one's own by not crediting the original author.

Plagiarism equally applies to work other than text (art, music). Therefore, students must understand how to appropriately use another author's work in their assignments to avoid intentional and unintentional plagiarism.

Examples:

- Any representation of others' work as your own
- Non-original work that is not cited and appropriately referenced in submissions.
- Copying information from a book or a website.
- Misuse of quotation marks, paraphrasing, and in-text citations makes authorship unclear.
- Failure to identify the source of elements of nonverbal work (painting, dance, photo, proof, musical composition) that you have derived your work.
- Using online language translators unless explicitly allowed.

Collusion

Supporting malpractice by another student, including allowing one's work to be accessed, copied, or submitted for assessment by another student.

Examples:

- Helping someone else cheat both deliberately and through support.
- Allowing work to be copied and submitted by another student.
- Divide and conquer approach where you are not the author of the entire assignment given by the instructor (if not part of the assignment).
- Representing significantly unequal work as an equal collaboration.
- Writing a paper or doing homework for another student, both at the time and sharing completed work with students who take a course in the future.
- Sharing information about assessment content and questions with other students.

Collusion is to be contrasted with collaboration, which we define as multiple students actively engaged during the course and creating a product per the assignment guidelines. It is important to note that teachers must be clear with assignment guidelines to specify collaboration versus collusion on any given task.

Duplication of Work

Submission of the same work for different assessment components or curriculum components. All assignments should be created new for the course or assessment unless discussed with the instructor in advance.

Unfair Practice

This is an action that gives a student an unfair academic advantage.

Examples:

- Falsifying records
- Falsifying data
- Sharing passwords, using unauthorized material
- Disclosing information about assessments
- Altering grades
- Phony citation
- Impersonating person
- Misconduct during testing times

It is the understanding of all school personnel that when a student puts his or her name on any assignment, they are submitting it as their own and acknowledging original ownership.

Repercussions

Malpractice incidents will be discussed with the student and reported to parents and administration. In addition, age-appropriate consequences will be administered within the school's discipline protocol based on the frequency and recurrence of the violation.

Process for Disciplinary Action

The process whereby a student will be punished for an infraction of the Academic Honesty Policy shall include the following steps:

- The student shall confront the teacher of the class where the infraction occurs.
- The administration will be alerted.
- The teacher or administrator will contact the parent to state the issue, review this policy, and explain disciplinary consequences.
- Infractions will be recorded on the student's confidential file.
- Local, state, or federal law enforcement officials will be alerted if the infraction is criminal.



Disciplinary Action for Student Violation of the Academic Honesty Policy

Note: A teacher may choose to handle the academic honesty infraction herself or himself or refer it in written form to the administrative office. If referred, however, the infraction becomes a permanent part of the student's disciplinary record, and appropriate discipline will be enforced. Teachers and administrators reserve the right to respond to the wrongdoing with punitive action of varying severity, including temporary suspension or permanent removal of the student from the class, school, or particular program, depending on the nature of the infraction and the number of previous infractions. Consequences for a student's involvement in the act of academic dishonesty will include one or more of the following actions:

1. Work done involving malpractice will need to be re-submitted to a satisfactory standard.
2. If the teacher thinks the matter requires further investigation, they can take it up with the coordinator/Vice principal for a detailed discussion.
3. If the student admits that he/she has done plagiarism, the coordinator will decide on an appropriate consequence.
4. If the coordinator/section head concludes that plagiarism has occurred, the matter will be taken to the student's parents.
5. If the situation is not resolved, the coordinator/section head will meet the student in the presence of his/her parents, where the student will report the entire incident.
6. After seeing both cases, the coordinator/section head will decide at their discretion.
7. If either teacher or parent does not agree to the decision, they may challenge it, in which case the Principal will make the final decision.

How to Prevent Academic Dishonesty?

Students with the support of classroom teachers, resource staff, and parents are:

- Made aware of academic honesty, which is seen as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment.
- Made aware of what plagiarism is and how to avoid it
- Made aware of what Academic Honesty is
- Are taught how to identify sources and provide references
- Made to sign an academic policy agreement, which is explained to them in detail in the portfolio.
- Are continuously reminded of academic honesty, plagiarism, and references throughout the PYP.





Communication Plan

All academic honesty policies and other school policies are posted on the school website and server, which will be accessible to the teachers and students.

Hard copies of integrity, along with other policies, are placed in the primary school library and staff room for all stakeholders.

An abridged version will be displayed in the classrooms.

School's policy regarding Academic Honesty is part of the Teachers' Files.

In order to familiarize the School Community/Parents with the School's Academic Honesty policy, regular sessions are conducted by the PYP Coordinator and the Vice principal/ Librarian.

References

- Programme Standards and practices 2020 by IB
- International school of Hellerup Integrity Policy
- Learning alliance international school Integrity policy



**“Transforming Lives
Through Education”**

MORE **ABOUT US**



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