Roots Gymnasium Academic Integrity Policy

Approved by:	Approval Date:	Next Reviewed:
Senior Leadership Team	May 2023	January 2025

Policy Name: Roots Academic Integrity Policy

Date of Next Review: Date 2 years from approval for Contact Officer to review policy.

Purpose of this policy:
Roots Gymnasium places value on and believes in the philosophy of *Teaching and learning promote the understanding and practice of academic honesty*.

The purpose of this policy is:
- For teachers, students, and parents to understand the importance of academic integrity.
- To protect, educate and act integrally within a school learning environment.
- That it is viewed positively by the school community and becomes a natural part of academic study, that supports a student throughout his or her academic journey. Because lack of academic integrity undermines the philosophy of any educational programme.
  - Because intellectual property borders have blurred, and students are not clear who owns the information available on the internet.
  - Because students engaging in academic misconduct miss the "learning opportunity".
  - Assessments can only be fair if they are an accurate reflection of the student's achievement. Any academic misconduct or maladministration can jeopardize the legitimacy of students' assessments and undermine the provision of equal opportunity for all.

During the learning journey, students need support in understanding that academic integrity is fundamental in their development into responsible and caring world citizens of the future. By supporting learners, a culture of self-respect and respect for others can be nurtured and developed; **IBO, 'A principled approach to academic integrity', pg. 5.**

Definitions:

"Academic integrity", is defined as completing all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorised or attributed.

The purpose of academic integrity is:
- To maintain trust and credibility in academic achievements and qualifications.
- To nurture respect for others.
- That students are taught how to follow good practice.
- If students understand how knowledge is built, they will realise that it is not acceptable to use the ideas, words, or works of others.
- To ensure that appropriate acknowledgment practices and procedures are followed and provided.

1. What is considered academic misconduct?

Academic misconduct is defined as behaviour (whether deliberate or inadvertent) that results in or may result in a student gaining an unfair advantage in one or more components of assessment.

These are broadly the acts and behaviours that result in or have the potential to result in students gaining an unfair advantage over other students.

Breaches include:
- Plagiarism
- Collusion
- Duplication
- Taking unauthorised material into an examination room
- Disruptive behaviour during examination
- Copyright violation

<u>Definitions</u>

Plagiarism: The presentation, intentionally or unwittingly, of the ideas, work (including digital content), or words of other people without proper, clear, and unambiguous acknowledgment.

Collusion: Collusion happens when more than one student contributes to a piece of work that is submitted as the work of an individual. Individual assessment work should be entirely the work of the student submitting that work. Collusion is different from educational facilities' instructions for *group work.*

Collusion occurs when a student or students collaborate as an individual or group to gain a mark or grade to which they are not entitled. Students who allow another student to copy their work are also committing collusion and both the copier and the provider of the work are liable to be penalised.

Duplication: Duplication of work is defined as the presentation of the same work for different assessment components and/or submitting the same paper for two different classes.

Artificial Intelligence (AI) Generated Content: The current position on the use of this new technology is that it is acceptable to use it as one of many tools available to students (e.g. internet searches, books, journals, teacher advice, peer opinion etc) for idea generation. If it is used for text generation and used in an assessed document, it quickly becomes an issue in terms of academic integrity.

Our position at Roots is that we require teachers to meet with students regularly during research and writing to prevent malpractice. The use of AI, like ChatGPT or any other method which results in a student submitting work that is not their own is against our academic integrity policy.

Authorised materials to take into an examination room: Teachers clearly communicate materials authorised for students to use for examinations and communicate this to students, teachers, and parents.

Disruptive behaviour / misconduct during examination or test:
- Disclosing information
- Cheating
- Fabrication

Copyright violation: The copying works of art, whether music, film, dance, theatre arts, or visual arts, also constitutes plagiarism. Pupils must understand that passing off the work of another person as their own is not acceptable and constitutes misconduct.

2. Citation:
Why cite?
- To show respect for the work of others.
- To give the reader the opportunity to follow up on references.
- To help a reader to distinguish between the work of the creator and the work of others.
- To give the reader the opportunity to check the validity of the creator's interpretation.
- To receive proper credit for the research process.
- To establish credibility and authority of own knowledge and ideas

What to cite?
Creators are expected to acknowledge any source materials or ideas which are not their own and have been used in any way such as a quotation, paraphrase, or summary. Written or electronic source materials may include:
- Visual
- Audio
- Graphic
- Lectures
- Interviews
- Broadcasts
- Maps

When to cite?
- Citation is expected in the body of the creator's work where the external source has been used.
- The reader must be able to clearly distinguish between the words/work of the creator and the words/work of others.
- Including the reference ONLY in the bibliography is not enough.

How to cite?
Roots Gymnasium uses the MLA reference-based system. (Modern Language Association)
Link to Roots citation guide.

Consequences of misconduct:

Level	Consequence	Person responsible
Level 1: Minor infractions requiring attention: Students use phrases, a few lines of text or a paragraph without proper citation. Most of the work is still the student's own words and ideas.	- Teacher works with the student to review ways to avoid plagiarism. - The work must be resubmitted within two days. Failure to do so will result in an overall grade of 0. - Student writes a reflection to submit to the teacher. - The Level 1 incident will be recorded in admissions file by the academic coordinator / principal. - Parents will be notified via email by the teacher with a copy to the relevant academic coordinator.	Subject teacher (homeroom teacher and relevant academic coordinator to be informed)
Level 2: Repeat level 1 infractions, or: Students use multiple lines of text or include multiple paragraphs without proper citation.	– Teacher works with the student to review ways to avoid plagiarism. – The work must be resubmitted within two days. Failure to do so will result in an overall grade of 0. – Student writes a reflection to submit to the teacher. – The Level 2 incident will be recorded in admissions file (student profile) – Parents will be notified via email by the teacher and with a phone call from the academic coordinator. *Should a Level 2 incident be repeated, it automatically becomes a Level 3 incident.*	Subject Teacher, Homeroom teacher, Academic Coordinator
Level 3: Repeat level 2 behaviour, or: Most, if not all the work has been copied from a source or sources (verbatim). Deliberate plagiarism	– Immediate referral to the Principal. – The work must be resubmitted within two days. Failure to do so will result in an overall grade of 0. – Student writes a reflection to submit to the principal with a copy sent to the teacher. – Meeting required with the parents and principal. – Students will go on an 'integrity' report and check-in with the academic coordinator on a weekly basis. – The Level 3 incident will be recorded in student record. *Should a Level 3 incident be repeated, it becomes a Level 4 incident.*	Principal
Level 4: Repeat level 3 behavior, or: Academic dishonesty in a ***class test or school exam,*** including: – having unauthorized material (calculators with illegal apps, cell phones, smart	– Immediate referral to the Principal. – The student will receive a one day in-school suspension. – The work will receive an overall grade of 0. – Student writes a reflection to submit to the Principal with a copy sent to the teacher. – Meeting required with the parents and Principal.	Principal

- watches or notes etc.) - copying from another student - disclosing exam or test contents to another student - academic dishonesty with regard to ***summative assessments,*** including: - collusion – lending an assessment to another student that allows for it to be copied or submitted - copying an assessment from another student - having someone else (e.g. tutor, peer, parent, sibling) complete the assessment - Duplication of work – a student submits the same assessment for a second time.	- Students will go on an 'integrity' report and check-in with the Principal on a weekly basis. - The Level 4 incident will be recorded in the permanent record, including the transcript used for college / university applications. *Should a Level 4 incident be repeated, it becomes a Level 5 incident.*	
Level 5: Repeat level 4 behaviour, or: These are behaviours considered serious and in breach of the Cambridge and school regulations and **which may threaten school's reputation**: - Stealing exam or test papers - Plagiarism, collusion, lack of	Probationary contract **School consequences:** - Immediate referral to the Principal. - The student will receive a three to five day out-of-school suspension. - The work will receive an overall grade of 0. - Suspension from school activities for that term. - Meeting required with the parents and the Principal. - Students will go on an 'integrity' report and check-in with the Principal on a weekly basis.	Principal

academic honesty on externally moderated coursework or final work submitted for internal assessment.
 	
– Academic dishonesty in an IGCSE / AS mock or final exam:
 	
   o having unauthorized material (calculators with illegal apps, cell phones, smart watches or notes etc.)
 	
   o copying from another student
 	
   o disclosing exam contents externally
	– The Level 5 incident will be recorded in the school record and noted on the permanent record, including the transcript used for college / university applications.
	
	Should a Level 5 incident be repeated, it becomes a Level 6 incident.	

	Cambridge consequences: – An internal investigation will take place involving relevant teachers/proctors and the Cambridge (CIE) coordinator. – Following the internal investigation, formal interviews are conducted with the student, parents, and CIE Coordinator. The investigation report will be submitted to the CIE Assessment Centre in the UK. Possible loss of component grade, subject grade or entire IGCSE / AS Diploma.	
Level 6: Repeat level 5 behaviour	Report to examination body – Expulsion from the school.	Principal/Director

In case of malpractice being suspected, the teacher will raise their concern with the student in question before contacting first the student's homeroom teacher and the appropriate Coordinator. A meeting will be arranged with the student to discuss the situation where the student will be allowed to present their case and prove that the work is their own. The student's right to a fair hearing will be ensured by a thorough and transparent process. If, for instance, plagiarism has occurred and been admitted, a student may be given an opportunity to produce a new, independent piece of work where appropriate. If plagiarism is discovered in a final piece of work, no grade will be awarded.

At a Secondary School Level: [Roots Academic Integrity Agreement](.).