



# MYP ACADEMIC INTEGRITY POLICY

## **AIS VISION**

A community fostering respect, leadership, and empathy through interculturalism and the joy of learning.

## **AIS MISSION**

Through a rigorous, trilingual program, we fuel inquiry and inspire each other to develop critical thinking skills in a community where curiosity is valued, adventurousness is encouraged, and diversity is honored.

## **INTRODUCTION**

Austin International School is an authorized IB World School for the Middle Years Programme. These are schools that share a common philosophy and a commitment to high-quality, challenging, international education that Austin International School believes is important for our students.

### 1. Introduction to Academic Integrity Standards

At AIS, we are committed to fostering a culture of academic integrity that aligns with the values and expectations of the IB Middle Years Programme. This commitment reflects our dedication to principled action and supports the development of learners who are principled, reflective, and responsible. Academic honesty is a cornerstone of authentic learning, and we expect all members of our learning community to engage in ethical practices in both the creation and presentation of their work. This includes respecting the intellectual property of others, giving appropriate credit through proper citation, and avoiding all forms of plagiarism and academic misconduct. By doing so, students demonstrate their growth as knowledgeable and principled learners who understand the importance of fairness, responsibility, and respect within a global context.:

- Plagiarism: The act of using someone else's ideas, words, or work without proper acknowledgment. This includes copying, paraphrasing, or presenting someone else's work as one's own.
- Cheating: Engaging in dishonest behavior during assessments, including using unauthorized materials, communicating with others inappropriately during an exam, leaving their exam tab during a formal assessment to look up answers, or attempting to gain an unfair advantage.
- Collusion: Collaborating inappropriately with others on assessments or assignments when independent work is required, with the intention to deceive or mislead.
- Fabrication: The falsification of data, research, or academic records, including inventing or manipulating information to support academic claims.
- Artificial Intelligence: The act of solely using artificial intelligence to create ideas and work\*

\* AIS is guided by Appendix 6 of the IB Academic Integrity policy on the use of AI, which encourages students to use their own research, words, and critical thinking in their creative productions, and to cite any work (including AI) that is not their own. AIS also recognizes that any tool in innovation should not be banned but rather encouraged to be used correctly and ethically.

### 2. Core Principles of Academic Integrity

In alignment with the school's core values and the philosophy of the IB Middle Years Programme, we expect all students to embody principles that reflect academic integrity and ethical responsibility. As members of the AIS learning community, students are expected to be principled and open-minded learners who act with honesty and integrity in all academic pursuits. These expectations are not only foundational to a respectful and trustworthy learning environment, but also essential for developing internationally minded individuals who understand the importance of ethical decision-making. The following principles outline the shared responsibilities of all members of the AIS community in maintaining a culture of academic honesty and global citizenship:

- **Honesty:** Students must ensure that their work is original and properly acknowledges sources, including ideas, data, and direct quotations.
- **Responsibility:** Students and staff are responsible for maintaining academic integrity at all times. They should act in a manner that reflects ethical academic conduct at all times.
- **Respect:** Students must respect the intellectual property of others, avoiding plagiarism and properly referencing sources.
- **Fairness:** All students must be provided equal opportunities to demonstrate their learning, which follows our inclusion policy. An unfair advantage gained through dishonest practices undermines the academic integrity of the IB system.

#### A. Expectations of Students

- **Independent Work:** Students are expected to complete assignments, assessments, and coursework independently unless otherwise specified by teachers or examiners. Collaborative work should always be clearly stated.
- **Proper Citation and Referencing:** All sources of information, including texts, data, images, and ideas, must be appropriately cited using a recognized citation style (e.g., MLA, APA, Chicago).
- **Avoidance of Plagiarism:** Students should never present others' work as their own, whether intentionally or through carelessness. Proper attribution must be given to the original authors for all borrowed content.
- **Honesty in Assessment:** During assessments, students must refrain from cheating, using unauthorized materials, or engaging in any form of dishonest behavior that may compromise the integrity of the exam.

#### B. Expectations of Teachers and Staff

- **Promote Understanding of Academic Integrity:** Teachers and staff will educate students about the principles of academic integrity and the consequences of violations. This education is integrated into the curriculum and reinforced throughout the academic year.
- **Create a Culture of Integrity:** Faculty members model academic integrity in their own work and interactions with students. They encourage honest scholarly behavior and foster an environment where students feel comfortable seeking help and guidance.
- **Monitor and Enforce Integrity:** Teachers and examiners must vigilantly monitor students during assessments and ensure that the academic integrity of assignments is upheld. Suspicious cases should be reported promptly, and appropriate action should be taken.

### C. Responsibilities of the School Leadership

- **Clear Communication:** The school leadership is responsible for ensuring that the academic integrity policy is communicated to all members of the school community, including students, parents, teachers, and administrators.
- **Support and Resources:** AIS provides students with access to resources that promote academic integrity, including workshops on research skills, citation, and avoiding plagiarism.
- **Investigation and Consequences:** In cases of suspected violations of academic integrity, the school leadership must ensure that investigations are carried out fairly and transparently. If a violation is confirmed, appropriate consequences will be applied, in line with both the IB and the school's policies.

### Violations and Consequences

Violations of academic integrity, including but not limited to plagiarism, cheating, collusion, and fabrication, will be treated seriously. The consequences of a violation may include:

- a. **Warnings:** In cases where the violation is deemed unintentional or a first-time occurrence, students may be issued a formal warning.
- b. **Disciplinary Actions:** More severe breaches may result in disciplinary measures, such as failure on the assignment, reduction of grades, asking students to redo the entirety of the assessment, suspension from future assessments resulting in an incomplete grade, or even more severe disciplinary actions in cases of repeated instances of academic dishonesty.
- c. **IB Sanctions:** Serious violations, particularly during the examination process, may result in sanctions from the IB, including disqualification from examinations, revocation of the IB diploma/certificate, or other penalties as determined by the IB's regulations.

The severity of the consequences will depend on the nature and extent of the violation. All actions taken will follow a fair and transparent process, and students will have the opportunity to respond to allegations.

### 3. Prevention and Support

AIS integrates explicit instruction on academic integrity across the curriculum, aligned with the MYP's Approaches to Learning (ATL) skills—particularly research, self-management, and ethical use of information. These lessons emphasize the development of principled learners who understand the importance of proper citation, original thinking, and respect for the intellectual property of others. Students are guided in acquiring research skills, applying citation conventions (such as MLA or APA), and reflecting on their responsibilities as academic contributors.

To support this, AIS provides access to a variety of free resources designed to help students uphold academic honesty:

- **Plagiarism detection tools:**
  - [Quetext](#) – a user-friendly plagiarism checker with a basic free version
  - [Plagiarism Checker by SmallSEOTools](#) – useful for scanning short texts for copied content

- [PlagScan](#) – offers limited free use for students and educators
- **Citation and research tools:**
  - [Zotero](#) – a free reference manager to collect, organize, and cite sources
  - [Cite This For Me](#) – helps students generate citations in various formats
  - [Purdue OWL](#) – comprehensive online writing lab with citation guides and academic writing resources
  - [Google Books](#) - online library with citation tool
- **Student guides and academic integrity tutorials:**
  - [IB's Academic Integrity page](#) – provides guidance for students and parents
  - [University of Edinburgh's Digital Skills Tutorials](#) – includes referencing and avoiding plagiarism
  - [Khan Academy](#) – supports ATL skill development such as time management and note-taking

In addition to curriculum integration, AIS educators and counselors play a key role in supporting students who may be facing challenges with referencing, research organization, or managing academic stress—key factors in unintentional violations. These interventions are aimed at building student confidence and independence while reinforcing the Learner Profile attributes of being reflective, balanced, and principled.

Furthermore, AIS utilizes plagiarism detection tools as a teaching and accountability measure, helping students develop awareness of original authorship and authenticity in their work. To promote responsible digital citizenship, all Middle School students are required to review and sign a [Technology Use Agreement](#) at the start of the academic year, ensuring that technology is used ethically and in alignment with MYP expectations for responsible action and global awareness.

#### Review and Updates

This policy will be reviewed periodically to ensure it remains aligned with IB standards and best practices in academic integrity. Feedback from students, staff, and parents will be considered in any revisions to the policy. Updates will be communicated to all stakeholders in a timely manner.

By adhering to these guidelines, the IB community can maintain its commitment to academic excellence, fairness, and integrity, ensuring that each student's work is a true reflection of their abilities and efforts.

#### POLICY DOCUMENTATION

Review process. The AIS MYP Academic Integrity Policy is a living document and will be reviewed periodically to reflect current practices in the school, international best practices for academic

integrity, and other practices required by the government or accrediting agencies. The policy was first reviewed on April 24, 2025. Contributions to this policy include:

- Head of School (Ariane Baer-Harper)
- Director of Advancement and Communications (Nikl Burke)
- IB Teachers
- MYP Coordinator (Claudine Escobar-Durand)