



**XLIS**

XI'AN LIANGJIATAN  
INTERNATIONAL SCHOOL

**2023 - 2024**

**XI'AN LIANGJIATAN INTERNATIONAL SCHOOL**  
**ACADEMIC INTEGRITY POLICY**

## **Xi'an Liangjiatan International School Academic Integrity Policy**

Xi'an Liangjiatan International School provides an education focused on enabling confident, open-minded global citizens through life-long learning and a sense of community. An understanding of academic integrity is central to the learning process at XLIS. Educators work to instil academic honesty in students by modelling good practice. IB students and teachers are principled, and “they act with a strong sense of fairness, justice, and respect for the dignity of individuals, groups, and communities. They take responsibility for their actions and the consequences that accompany them.” (IB Learner Profile)

Every learner from P5 through DP and every teacher in the school signs an academic integrity contract to demonstrate their understanding of the policy and commit to ongoing academic honesty. Our youngest students in the early years, through our oldest students in the secondary, have the right to learn in an environment built on trust and fairness, with expectations for every community member to act in a principled way.

The collective goal is to:

- Promote fairness and honesty in students.
- Guide them to become responsible and ethical citizens.
- Instill respect for intellectual property.
- Foster an environment of academic trust

The community, as a collective, acts ethically, and each individual takes responsibility for their actions. The following are some essential terms that need to be understood by the community.

1. Plagiarism: taking words, pictures, information without acknowledging the source
2. Collusion: presenting another person's work as one's own
3. Cheating: acting dishonestly for one's advantage
4. Duplication: submitting the same work for different subjects
5. Authentic work: individual and original ideas expressed in one's words

Consequences of academic misconduct:

Students found guilty of academic misconduct; the following steps will be taken depending on the level of the infraction according to the developmental stage of the student:

1. The student will be given a chance to repeat the work and be awarded a minimum grade.

2. The student will receive a zero for the assignment, required to repeat that task and reflect.

3. The teacher and the coordinator will meet with the student and inform the parents of the infraction.

4. In the casework to be submitted externally, DP and MYP 5 (Personal Project) students will be dealt with internally according to the rules and regulations of the IBDP programme.

The aim is not to punish students but to prepare them for a future where being principled and honest are key to success.

### **Academic Integrity Guidelines**

#### **What is Academic Integrity?**

Academic Honesty is showing personal integrity in presenting original work.

#### **Strategies for developing a practice of academic integrity:**

As a school, we aim at sensitizing our students, teachers, and parents on this issue by implementing the following strategies:

- All teachers at XLIS attend an Academic Integrity workshop and sign a contract.
- At the beginning of the academic year, students from PYP5 - MYP1, MYP 2-5, and DP are introduced or reintroduced to the practice of academic integrity and sign contracts.
- In collaboration with the IB Coordinators, the librarian conducts regular sessions to guide students with research skills and referencing appropriate for their development stages. Teachers reinforce these skills in teaching the subjects.
- Coordinators lead workshops for parents to create awareness about academic integrity at the school.
- Positive reinforcement and open-mindedness are demonstrated when addressing academic integrity. Teachers are responsible for giving students clear guidance on academic writing.

#### **Procedures for dealing with matters of academic misconduct:**

Academic misconduct is dealt with in consideration of the development stage of the student's, understanding of the academic honesty policy and its consequences:

1. MYP1 -3 students who have committed academic misconduct will meet with the teacher and the coordinator, taking measures. Students are required to redo the work applying the skills they have learned and the feedback from the teacher. Repeated acts of academic misconduct will be reported to the parents and principal.
1. MYP4 -DP2: students meet with the coordinator and secondary principal, and if the matter concerns work to be sent to IB, parents are called to the school. The team strives to resolve matters regarding academic dishonesty within the school where ever possible, following the rules and regulations of the IB.

### **Primary Years Program**

In the PYP, the librarian plays a key role in teaching citing and referencing to students. All teachers establish clear expectations and practices and reinforce these skills in class through employing the learner profile attributes and approaches to learning using age-appropriate language, examples, and resources.

Teacher Responsibilities are to:

Early Years - Primary 4

- read the Academic Integrity Policy of the school.
- Collaborate with, for example, the librarian and technology specialists to build research skills and to help students identify sources of information
- Co-create the essential agreements for group work with students
- Model academic integrity by acknowledging where materials and ideas come from

Primary 5 & 6

- read the Academic Integrity Policy of the school.
- teach citing and referencing to mitigate cases of academic malpractice
- model academic integrity by citing sources on presentations and handouts.
- teach students how to paraphrase, use quotations, and correctly cite sources to mitigate cases of plagiarism.

Students Responsibilities are to:

- read the school and IB Academic Integrity policies and sign the contract.
- produce authentic work
- acknowledge sources correctly using the appropriate format
- when working collaboratively, acknowledge the work of other members of the group
- observe ethical practice when completing the Exhibition

Parents' Responsibilities are to:

- read the Academic Integrity Policy
- encourage ethical behavior and independent student work

### **Middle Years Programme**

Teachers Responsibilities are to:

- read the Academic Integrity Policy of the school.
- teach citing and referencing to mitigate cases of academic malpractice.
- model academic integrity by citing sources on presentations and handouts.
- teach the importance of 'intellectual property and authenticity' within the subject area
- teach students how to paraphrase, use quotations, and correctly cite sources to mitigate cases of plagiarism.
- insist on proper citations in every draft.

Students Responsibilities are to:

- read the school and IB Academic Integrity policies and sign the school contract.
- produce authentic work.
- acknowledge sources correctly using the appropriate format.
- when working collaboratively, acknowledge the work of other members of the group.
- observe ethical practice when completing the personal project.

Parents' Responsibilities are to:

- read the Academic Integrity policy and sign the contract.
- encourage ethical behavior and independent student work.
- support the evidence-based action taken by the school in cases of academic malpractice.

### **Diploma Programme**

School Responsibilities are to:

- ensure DP examination sessions are conducted following the IB Guidelines, modeling academic integrity.
- provide secure storage for exam papers.

Coordinator Responsibilities are to:

- ensure invigilators are informed of the conduct of the rules and regulations for conducting exams with academic integrity.
- inform the IB of matters of suspected malpractice.

Student Responsibilities are to:

- read the school and IB Academic Integrity policies and sign the school contract.

- read the academic honesty sections of the subject guides.
- produce and submit authentic work.

Parents Responsibilities are to:

- read the Academic Integrity policy and sign the contract.
- encourage ethical behavior and independent student work.

Teacher Responsibilities are to:

- read the school IB Academic Integrity policy and sign the school contract.
- read the academic honesty sections of the subject guides.
- review and reinforce academic integrity skills within the context of specific subjects.
- enforce deadlines and plan internal assessments to provide timely feedback to the students to avoid academic misconduct.
- submit all major research work and required work to a web-based plagiarism detection software (turnitin.com software).
- submit the XLIS authentication form to the DP Coordinator upon submission of all final IB DP work.

### **Addendum – Artificial Intelligence (AI)**

School Responsibilities are to:

- provide clear guidelines on the appropriate uses of AI and AI tools.
- ensure the school follows current IB Guidelines regarding the uses of AI.
- monitor the use of AI and AI tools in the classroom to ensure they are used responsibly and ethically.

Teacher Responsibilities are to:

- only use AI and AI tools to enhance learning.
- ensure AI and AI tools do not replace critical thinking and analysis.
- provide clear guidelines on the appropriate use of AI and AI tools.
- take steps to prevent the misuse of AI and AI tools.
- monitor for signs of plagiarism or other academic dishonesty.

Students Responsibilities are to:

- not use AI and AI Tools to cheat or plagiarize.
- ensure that the work they submit is their own.
- appropriately cite any work created by AI tools.
- demonstrate understanding of the material and not rely on AI-generated content.

Parents' Responsibilities are to:

- familiarize themselves with the school's policies and guidelines for the appropriate use of AI and AI tools
- seek assistance and guidance from teachers and school staff on the uses of AI and AI tools
- report any misuse of AI and AI tools that they observe or become aware of.
- encourage a culture of academic integrity and responsible use of technology, and promote the values of honesty, fairness, and respect in all academic endeavours.

## **Bibliography**

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