International School of Curaçao

Academic Integrity Policy

Revised April 2025

International School of Curacao
Academic Integrity Policy

ISC is committed to academic integrity and in accordance with IB principles, aims to ensure that our students become principled and reflective learners who understand and develop the required skills to be successful.

The IB defines student academic misconduct as deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behavior that may disadvantage another student is also regarded as academic misconduct.

Our Vision:

Learning for global citizenship.

Our Mission:

Cultures, Creativity, Knowledge

Cultures:

At ISC, our learners are empowered to contribute to societal well-being through the understanding of different *cultures*, values, attitudes, and concepts; understand that *cultural* differences contribute to diversity in people's thinking;acknowledge that *culture* inherently develops different mindsets and creates diversity; use *culture* to create awareness, understanding and appreciation of the arts.

Creativity:

At ISC our learners engage in activities that express their *creativity*; are constantly creating something new and valuable live each day by being *creative* in dealing with their surroundings; use *creativity* to foster resilience as a way of coping with one's world; are open to *creating* new experiences or unusual ideas that usher in the joy of living;use *creativity* to step out of their comfort zone; understand that *creativity* is a skill that helps develop an idea, a process or product.

Knowledge:

At ISC our learners, acquire *knowledge* and understanding to think critically about global, regional, national and local issues acquire *knowledge* to thrive in this world; use acquired *knowledge* to sharpen reasoning, problem-solving skills and self-empowerment; use acquired *knowledge* not only to understand themselves better but understand others and appreciate them for who they are; use *knowledge* to determine right from wrong; use *knowledge* to protect their own well being.

The Parent-Student handbook states:

A truly educated person must possess a set of personal values and code of ethics. ISC has a major responsibility in assisting students to develop personal values, which are generally accepted within the context of the school community and society in general. Away from ISC, students still are representatives of their school and family, and therefore, their behavior should reflect the highest standards.

We are ISC (Based on IB Learner Profile)

We are Open-minded:
We listen to the ideas of others.
We respect other people's beliefs and cultures.

We are Reflective:
We think about our actions and work.
We find ways to improve our learning and behavior.

We are Communicators:
We respectfully share our ideas and listen to others.
We express our ideas confidently and in many different ways.

We are Caring:
We are kind to ourselves and others.
We take care of the planet.

We are Inquirers:
We are curious and lifelong learners.
We discover new knowledge and chase our questions.

We are Principled:
We are honest and fair.
We take charge of our body.

We are Knowledgeable:
We ask questions and learn about many topics.
We explore ideas and concepts.

We are Thinkers:
We problem-solve with others.
We think critically and creatively.

We are Balanced:
We care for our mind, body, and heart.
We work well with others and with ourselves.

We are Risk-takers:
We have confidence when trying new things.
We challenge ourselves and stand up for what is right.

In keeping with all the basic tenets of ISC's Mission and Vision, ISC educates students about the importance of academic integrity while expressing what they have learned, in their own words for all in-school assessments, Internally assessed components (Lab reports, History papers, Math exploration/project, Visual Arts Studio work & Research Workbook) and Externally assessed components (Written Tasks/Assignments, Rationale, TOK Presentations & Essay, Extended Essay) of the IB DP.

IB Learner Profile

One tenet of the IB learner profile is that students be principled.

Principled: Students act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and the consequences that accompany them.

Academic integrity is the responsibility of the entire school community, teachers and students, and is developed across the curriculum as part of the school's Approaches to Learning development. ATL skills have relevance across the curriculum and help students "learn how to learn".

Academic misconduct is:

- Plagiarism: presenting information in any form, as words, ideas or images, translated materials, as one's own without formal acknowledgment, copying the work of another with or without their consent during formal assessments for school or in internal and external assessments for the IB DP;
- Gaining unfair advantage during a class test, school exams, IB DP mock exam, or the IB final exams by false means – including using unpermitted notes or collaboration;
- Duplication of work by using one piece of work for two separate assessments;
- Data falsification to avoid performing the actual work involved in collecting data;
- Collusion: allowing one's work to be copied by another; there is an important distinction to be made between collaboration (working with another person to produce or create something) and collusion (submitting a piece of work done jointly as if it has been done individually, whether intentionally or otherwise);
- Intellectual property rights and authentic authorship of all works must be respected at all times;
- Discussing the content of standardized tests (IB, SAT, ACT, TOEFL, etc);
- Performing less or more of the assigned share of work in a group project for school or the Group 4 project in the IB DP.

Prevention of Academic misconduct

The Academic Integrity Policy can be easily accessed by the entire ISC community on the ISC website www.isc.cw in the "About Us" tab, under academic policies.

Student's Responsibilities

- Read and become familiar with ISC's Academic Integrity Policy which also aligns with IB regulations.
- Understand the implications of Academic misconduct.
- Keep track of all assignments and their due dates in an organized manner.
- Do not commit nor support Academic misconduct.
- Take no inappropriate shortcuts to complete any assignment.
- Accept help from others only when appropriate.
- Always make sure that the information used is acknowledged in the body of the text and is fully listed in the bibliography following ISC's adopted style, APA, for referencing and citing sources. If the origin of the source cannot be stated, it should not be used.
- Always use turnitin.com to check work before submission.

Teacher Responsibilities

- Ensure that students have read the Academic Integrity Policy by collecting signatures at the beginning of the school year.
- Provide/discuss various applications available to monitor plagiarism.
- Keep students well informed about the Academic Integrity Policy and the consequences of violating this policy for all in-school or IB DP submissions.
- Discuss every aspect of academic misconduct in a clear cut manner with examples, to ensure student compliance with this important policy.
- Maintain the sanctity of all testing and be vigilant during testing.
- Apply the policy consistently to emphasize your expectations from students.
- Homework assignments must be reasonable.
- Formal assessments must be administered judiciously at well-planned intervals.
- Maintain records of any violations and communicate with the administrator.

Parent Responsibilities

- Read and become familiar with ISC's Academic Integrity Policy.
- Be aware of how academic misconduct is viewed /perceived outside of school, in the real world.
- Support ISC's efforts at minimizing academic misconduct and emphasize the importance of abiding by the "*Student Responsibilities*" in the policy.
- Monitor student's work in an unobtrusive/general manner to ensure that no unfair means are being used to complete homework, lab reports, essays, etc.

Consequences (may include but are not limited to)

First offense:
- Zero grade assigned for all subjects
- Teacher - Student discussion of the situation about implications
- Student's parents are notified via email
- Individual teachers may choose to permit a make-up assignment
- In-School reflection

Second offense:
- Zero grade assigned
- All student's teachers notified
- Written referral
- Teacher - Student discussion of the situation about the implications of including this information in college applications when shared with the College Counselor
- Meeting with parents and level Principal
- Student may be provided additional tasks to complete to reflect on the offense
- Subject to the removal of student group membership (NJHS, NHS, student councils, etc.)
- For 11th and 12th grade students, IB status may be revoked for IB subjects if it concerns externally or internally assessed components (EEs, TOK, History, Language essays, IA reports)

Any incidents after the 2nd offense of academic misconduct will be subject to administrative review.

Ensuring Academic Integrity

To support learning and encourage students to complete work with integrity, ISC has adopted a number of strategies:

● Students will learn and practice academic integrity as part of their ATL skill development across subject groups and the MYP Personal Project.

● We use APA (American Psychological Association) Style across all subjects and grade levels.

● Whenever we use someone else's ideas or words, it is important we give credit to the source (whether internet, book, etc.) using APA style.

● Examples using APA Style can be found online.

● Students will learn how to use APA to properly reference sources using this method which includes both in-text citations as well as a works cited page.

● Teachers will consistently teach how to cite using APA.

● We encourage students to talk with their teachers when they do not know when or how to reference a source.

● Teachers will clearly inform students whether work is to be completed individually or collaboratively in groups (known as legitimate collaboration).

● Students will use process journals in some MYP subject groups as well as the MYP personal project as a tool for promoting academic integrity.

● If a test is given during class, the teacher will remind all students that possession of a restricted electronic device and materials violates the school's academic integrity policy. The teacher will provide a place in the classroom for these devices but does not claim responsibility for the devices.

● ISC uses "Turnitin" as a similarity checking tool for electronically collecting all written work completed outside the classroom and checking work against many online sources.

● EAL students, where possible, may learn through their mother tongue and choose to work from multilingual sources. We also provide support for new students in regard to differences in cultural understanding of academic integrity.

Artificial Intelligence (AI) Tools

ISC is in line with IBO recommendations and practice.

"The IB will not ban the use of AI software. The simplest reason is that it is the wrong way to deal with innovation. Over the next few years, the use of this kind of software will become as routine as calculators and translation programs". (Academic integrity policy, p53)

"AI tools do not threaten the underlying principles of what the IB values". (Academic integrity policy, p53)

"It is not realistic to prevent the use of these tools as they will rapidly become commonplace, but the IB believes that schools should explain ethical behaviour when using these tools, and why they often are not the most useful piece of software." (Academic Integrity policy, p54)

Therefore, ISC will not prevent the use of AI software. Transparency is the key, and we expect students to give full credit to any source/material that they have used when writing and creating their own work.

Correct Reference of AI Tools

In any type of work where an external source has been used, a citation must be included at the point of use. The inclusion of a reference at the end of the paper is not enough.

The citation in a text should link to a full reference in the bibliography. Students should be clear that if they use the text (or any other product) produced by an AI tool- by copying or paraphrasing that text or modifying an image they must clearly reference it in the body of their work and add the reference in the bibliography.

The in-text citation should contain quotation marks using the referencing style already in use by the school, for example: "the development of the tools and variables required for........" (text taken/paraphrased from ChatGPT, 2023). The reference in the bibliography should also contain the prompt given to the AI tool and the date it generated the text, for example: OpenAI. (23 February 2023).

ChatGPT response to example prompt about example topic (Academic Integrity policy. Key points to explain the use of Artificial Intelligence (AI) tools, IB 2023)

Review schedule
ISC's Academic Integrity Policy will be reviewed each school year.
Last reviewed/revised: April 2025.

Stakeholders
The administrative team and ISC teachers (IB DP, MYP, and non-IB teachers)

Resources

ISA Wuhan International School
https://www.isawhis.com/about/policy/academic-honesty

Academic Integrity International Baccalaureate.
https://www.ibo.org/globalassets/new-structure/programmes/shared-resources/pdfs/academic-integrity-policy-en.pdf

IB learner profile
https://www.ibo.org/contentassets/fd82f70643ef4086b7d3f292cc214962/learner-profile-en.pdf