IB Diploma Programme
Academic Integrity Policy
2024-2025

Name of Policy	Academic Integrity Policy
Reviewed by	IBDP Teachers and IBDP Coordinator,
Last Reviewed	June 2024
Due for Review	June 2025
Related Documents	*La Paz Handbook, Academic Integrity Policy March 2023, and The IB and Artificial Intelligence (AI) Tools 2023*

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RATIONALE

La Paz Community School develops skills that collaborate in cultivating global citizens who develop values, embody the IB Learner Profile, and provide well-being to themselves, their families, their community, and their world. The school maintains high standards in academic integrity evaluations and procedures.

The purpose of the Academic Integrity Policy is to provide a platform for students, parents, teachers, and administrators outlining high standards in evaluations and procedures, and to maintain equal opportunities for all students to demonstrate knowledge. La Paz Community School, like IB, promotes an ethical profile and respects the dignity of the individual, the family, the community and the world.

The expectation is that all La Paz Community School community members avoid any form that leads to inappropriate behavior with regards to academic integrity.

ACADEMIC INTEGRITY DEFINED

Academic integrity occurs when a student can claim complete and total original authorship of an independently produced work. The student must always use the original language. When incorporating the language, thoughts, or ideas of others into a work, the student must use MLA format to properly acknowledge the source.

Academic integrity is defined in the following way:

- all submitted work is truly and genuinely the student's authentic, original work.

- all sources are correctly acknowledged within the work.

- students may engage in collaboration (working together to push each other's thoughts and ideas for their own work) but not collusion (copying from

another student's work).

- maintaining proper conduct during all written examinations.

- avoiding all forms of plagiarism, including illegal downloads from the internet.

- avoiding any kind of work duplication or collusion.

- maintaining authenticity and originality in the arts as well, such as with art, music, film, dance, and theater.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

Students are responsible for

- creating authentic, original works that acknowledge other works in the proper format.

- citing and crediting sources both in their writing (in-text citations/footnotes) and at the end of the paper (works cited page) using the MLA (Modern Language Association) format.

- practicing self-management techniques taught in school, students will learn to prevent procrastination which often leads to plagiarism.

- taking authentic notes, processing information and rewriting in their own words (paraphrasing), and using quotation marks when copying notes directly.

- differentiating between what is common knowledge and what needs proper citations.

- taking responsibility for any malpractice issues that may arise.

- using technology, including online resources, responsibly and ethically. This includes avoiding plagiarism detection software to evade detection.

TEACHER RESPONSIBILITIES AND EXPECTATIONS

Teachers are responsible for

- providing lessons on use of quotation marks when directly citing/quoting an individual's, book's, website's, etc. exact words.

- providing lessons on how paraphrasing, proper use of citations, in-text citations with direct quotes and when paraphrasing.

- providing lessons on proper format if a direct quote is longer than two lines.

- providing lessons on when to appropriately use footnotes instead of in-text citations.

- providing lessons on MLA-formatted works cited pages.

- providing lessons on the concept that acknowledging a source does not only refer to words or ideas, but also refers to visual sources such as graphs, photos, illustrations, etc.

- setting a positive example and upholding high standards of this policy in all situations.

- creating meaningful learning that avoids the repetition of tasks, tests of any kind or projects, so as not to encourage the presentation of work previously

  done by other students of the current or previous cycle.

- using rubrics.

- utilizing any program to assist in ensuring the MLA formatting is correct and there is a balance between student's use of his/her own thoughts and ideas while supporting with textual evidence

- implementing periodic check-ins throughout the writing process to monitor students' progress and provide feedback. This can include reviewing outlines,

drafts, and research notes to ensure that students are developing their work authentically and to discourage reliance on AI-generated content. Regular check-ins help teachers understand each student's writing process, identify potential issues early, and guide students toward maintaining academic integrity.

SCHOOL RESPONSIBILITIES AND EXPECTATIONS

To provide students with helpful instruction for avoiding charges of plagiarism and to ensure consistency of attribution across all discipline areas, La Paz uses the Modern Language Association of America (MLA), 9th edition format as its chosen referencing system. La Paz commits to providing access to sufficient resources, both through online databases and in our physical library so that students can carry out their research autonomously and effectively.

Instruction on the concepts and practices of academic integrity begins with an introductory research course in year 9 building on principles and practices gained in elementary school. Academic integrity is also explored within subject classes and more in-depth during the Extended Essay weekly sessions. Resources containing guidelines on academic integrity (and citation methods) are made available to students via Google Classroom. Teachers and library staff are regularly available to provide assistance and guidance on honesty practices, and students are made aware of available free online bibliography formatting tools that are helpful. Class periods are dedicated at the beginning of the academic year to DP1 students to provide further instruction on academic integrity within the IB Diploma Programme.

Major coursework, internal and external assessments, and extended essays are submitted through Turnitin. Turnitin is the baseline safeguard in ensuring that submitted work is authentic and original. In addition to Turnitin, observations and discussions with students act as supporting evidence to ensure authenticity progress. This text-matching software is the first level of safeguard to ensure that

students are submitting original work. Online plagiarism detection services have their limitations, and should be used with caution: teacher observations of progress and discussions with students are expected to help provide evidence for authenticity. In addition to ensuring authenticity and originality, Turnitin is a tool for students to improve their writing, ensuring they are appropriately sourcing/citing their work.

All Diploma Programme staff new to La Paz are provided an introductory workshop on the concepts and practices of academic integrity in the IB and on the school's policies and procedures for dealing with cases of misconduct.

IBDP Coordinators maintain communication with DP staff reminding them of responsibility and best practices along with any new requirements and the emerging concerns identified by the IBO in regards to academic integrity during DP weekly meetings.

PARENT RESPONSIBILITIES AND EXPECTATIONS

Parents provide support by affirming and sharing the school's Academic Integrity Policy with their children, encouraging ethical behavior and monitoring students' work in the home, such as computer use, homework, and written assignments. Guardians are provided an electronic copy of the Academic Integrity Policy and are expected to attend the IB presentation at school before their son/daughter begins the Diploma Programme to provide further instruction on academic integrity within the IB Programme and their role/responsibility as guardians. It is also anticipated that parents and students will engage in discussions about the responsible use of AI, acknowledging its incredible potential as a tool.

Parents are encouraged to support the school by ensuring their children maintain consistent attendance, as absences can lead to procrastination and increase the risk of plagiarism. Additionally, parents should actively assist students in organizing their schedules and allocating adequate time for each course.

RESEARCH PROCESS AND MLA FORMAT

During the research process, students will be taught how to effectively gather, evaluate, and synthesize information for their specific task. They will then be guided through a process that allows them to utilize the information to develop their own thoughts, ideas, and theses rather than simply giving a report of the information. Students will be encouraged to analyze, compare/contrast, and further dissect/investigate the information at hand to ensure their work is truly original.

Through working with students, teachers review and correct improper citations, point out when an idea is considered plagiarism and not original, and work individually with students to make sure that what is considered plagiarism is understood.

Students begin an intensive research process in 9th and 10th grades and are retaught the foundations of the Academic Integrity Policy. Upon entering the IB program in the 11th grade, the librarian or language teacher reviews the importance of citing sources, how and when to do so, and the Academic Integrity Policy of the school and the IBDP program. During professional development week before a new school year begins, new teachers are taught the school's policy on plagiarism. IBDP teachers and heads of departments review any changes to the MLA format or IB expectations. IB teachers submit all papers through TurnItIn.

ARTIFICIAL INTELLIGENCE AND ACADEMIC INTEGRITY

Artificial intelligence tools such as ChatGPT are not banned. However, the use of any of these tools should be in line with the IB's and La Paz's Academic Integrity Policy. The main goal when using these types of technology is to aim for its ethical and effective use.

Students need to understand that any work produced in its entirety or only in part by any AI tool will not be considered their own. As a result, as any quote, image, graph, or material from another source, a proper citation or reference must be

acknowledged as an in-text citation or in the bibliography. In oral presentations, citations must be clear to the audience through verbal statements or visual cues.

AVOIDING MALPRACTICE

To help students uphold academic integrity, their work is regularly checked for plagiarism utilizing teachers as well as the online program Turnitin. Also, to ensure academic integrity, all students and parents must sign the declaration addendum in this document.

The International Baccalaureate Organization (IBO) avoids malpractice by having all candidates sign a cover sheet when they turn in their work. The IBO also uses a web-based plagiarism prevention system in order to detect malpractice.

In order to avoid malpractice during exams, students must refrain from misconduct, bringing in unauthorized material, passing information to other students, copying, impersonating another candidate, stealing exam papers, using a calculator that is not allowed, discussing exam content, and/or fabricating data. The candidate is ultimately responsible for any malpractice issues that may arise.

STUDENT RIGHTS; ACADEMIC INTEGRITY BREACHING

Should a student plagiarize, an investigation involving the student, teacher and material should commence. If disciplinary measures are to be taken, a parent or guardian must be in the disciplinary meetings. Should the consequences involve suspension, an administrator must be present at the conference as well. Every situation must be well documented and shared with the school's administrator as a way to document and verify the different infractions (should there be more than one). Following every infraction, the student will expect to receive more education on what plagiarism is from the librarian and teachers so that it does not happen again. Through the documentation of incidents and education after the event, students are well prepared for a secondary infraction to not take place.

If the IBO suspects malpractice (such as collusion, copying, plagiarism,

misconduct during exams, etc.), an investigation is conducted. If the candidate (or teacher as the case may be) is found guilty, there are offenses and penalties such as no grade being awarded in that subject area and therefore no diploma being awarded.

CONSEQUENCES

For IB DP students

11th and 12th-grade students are subject to the IB Academic Integrity Policy. Any infringements regarding the completion of coursework, conduct during an examination, or undermining the integrity of assessments will require students and the instto complete actions or sanctions as prescribed by the IB Penalty Matrices. Specific information can be found on page 33 of the IB's Academy Integrity Policy.

First Time Offense

Should plagiarism occur in a final draft, students are expected to fix the essay within the week or receive a 0. The teacher will fill in an incident report on Managebac. Teachers will have a discussion with the student to determine if the student truly understands how and why plagiarism has occurred and how to avoid it in the future. Students will design a mini-lesson on "how to avoid plagiarism" to present at Community Meeting or in class to the other students.

Second Time Offense

Students receive a "0" on the assignment. The incident report is filled out in Managebac. Parents are contacted and the students must redo the work but will not get credit. The student serves one day in school suspension.

Third Time Offense

A meeting is called with parents, student, advisor, and teacher to get to the root of the problem and determine next steps. The student receives a "0" on the

assignment. The student faces several days of suspension and/or may be eliminated from the IB Diploma Programme.

Bibliography

"Academic Integrity Policy." *MyIB,* Oct. 2019, Accessed Dec. 2023

Nuestra misión es cultivar ciudadanos del mundo informados y conscientes.
Our mission is to cultivate informed and mindful citizens of the world.