



Academic Integrity Policy

Latest Review: May 2023

Review cycle: 3 years

Next Review: May 2026



Wellspring Learning Community

Academic Integrity Policy

Contributors to the 2023 review:

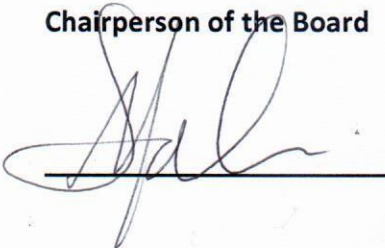
Director of Learning and Teaching - Rita Zgheib
IB DP Coordinator and Secondary School Principal – Kathleen Saleh
IB MYP Coordinator – Joanna Barrak
IB PYP Coordinator – Nadine Daya
Middle School /Secondary School Librarian – Sabine Nasser
Elementary School Librarian – Jana Merhi
Secondary School Academic Advisor – Lina Shakaroun
Senior Executive Assistant – Sereen Ajami
DP Teacher - Mario Karam
MYP Teacher – Mostafa Harb

Related Policies:

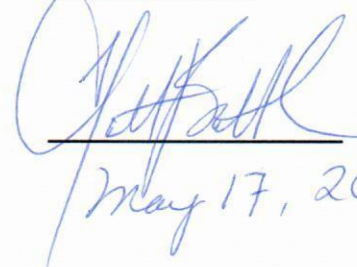
Assessment Policy
Promotion Policy
Student Handbook

Approvals - names and signatures:

Chairperson of the Board



Head of School



May 17, 2023

Wellspring Learning Community

Academic Integrity Policy

Wellspring Learning Community's Mission Statement

Wellspring Learning Community aims to establish an inquiry-based learning environment in which students from diverse backgrounds are given every opportunity to optimize their social, emotional and academic capacities and talents. Our students will become confident, resourceful, creative, caring, responsible global and local citizens prepared to use their education to contribute in meaningful ways towards improving society, both locally and internationally.

Purpose

Wellspring Learning Community, hereafter referred to as Wellspring, aims to preserve and nurture its chosen culture of academic integrity that is aligned with both the International Baccalaureate (IB) principles and Wellspring's guiding statements. Wellspring seeks to create an inquiry-based learning environment in which students from diverse backgrounds are given every opportunity to realize their social, emotional and academic capacities and talents. Across all programmes and from a young age, Wellspring students learn to distinguish between right and wrong and acknowledge the intellectual property of others in their work. Wellspring students are expected to be principled: trustworthy, fair, responsible, respectful, and honest. All Wellspring members, including teachers, administrators and parents are expected to model academic practices and guide students to maintain the highest standards of integrity.

Rationale

"Academic integrity is a principle in education and a choice to act in a responsible way so others can trust us. It means conducting all aspects of [one's] academic life in a responsible and ethical manner" ("Academic integrity policy"). The IB expects students to produce genuine and authentic pieces of work, that reflect their personal independent abilities. That is, the IB wants to support "content creators", not "content imitators". Students should give credit where credit is due—and so be honest and transparent and recognize how previous work influences/supports their own work.

Academic integrity is an essential aspect of teaching and learning in IB programmes where action is based on inquiry and reflection. All IB community members, including students, should aim to achieve and develop the IB learner profile attributes, adhere to Wellspring's guiding statements, and act by the five fundamentals of academic integrity: honesty, trust, fairness, respect, and responsibility ("Academic integrity policy" 50).

Definitions

Balance of probability: In the absence of irrefutable evidence, Wellspring leaders may make a decision regarding a suspected breach in academic integrity on the basis that the breach was more likely to have occurred than not.

Conflict of interest: Wellspring considers that a conflict of interest is probable when the judgement or action of one of its members may have been impaired or influenced by their involvement in another role or relationship.

School maladministration: Institutional practice that is contrary to Wellspring guiding statements or the code of ethics of any of its accrediting bodies is considered school maladministration.

Academic malpractice: Malpractice can be defined as any behavior that results in gaining an unfair advantage in one or more assessment components and includes any of the following:

- *Plagiarism:* this is defined as the representation of the ideas or work of another person as the student's own;
- *Collusion:* this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another;
- *Duplication of work:* this is defined as the presentation of the same work for different assessment components;
- Any other behavior that gains an unfair advantage for a student or that affects the results of another student (such as, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record) (Carroll 2).

Responsibilities

"The goal of academic integrity is to make knowledge, understanding and thinking transparent ("Academic integrity policy)." Wellspring Learning Community Members share the responsibility of introducing students to academic integrity as early on as possible and helping them grow in making responsible and ethical academic choices.

The Wellspring Academic Integrity Team

Wellspring has an Academic Integrity Team (AIT) for every one of its three IB programmes. The Programme Academic Integrity Team is formed of the Director of Learning and Teaching, Programme Coordinator, Librarian and Principal. The team is responsible for:

- upholding, promoting, enforcing and preserving the highest standards of academic integrity practices across Wellspring
- ensuring that no Wellspring member is engaged in a situation in which there may be a conflict of interest
- informing, coaching, modeling, orienting, and training students and teachers on sound academic integrity practices.

Responsibilities of Students

Students must first acquire an understanding of academic integrity in a safe learning environment. The *Academic honesty in the IB educational context* states that “students need to understand how knowledge is constructed and, consequently, their own role in furthering knowledge construction.” As students mature into a co-constructed understanding of knowledge, they will be given further responsibilities regarding the more technical aspects of citation. This trajectory can begin as early as kindergarten and build year-by-year through all grade levels, programmes, and subjects. As the responsibilities increase, so do the consequences of not meeting them.

In Examinations

Following the guidelines of the IB in the *Conduct of examinations booklet 2023*, students are expected to observe certain requirements during assessment tasks, or they may be in breach of academic integrity. The possession of unauthorized material, even by mistake, including mobile phones smartwatches, other unauthorized electronic devices or study notes is considered such a breach and will be treated as academic dishonesty. Other practices, such as copying from others, failing to follow the instructions of the invigilator, or disrupting the examination, are also considered breaches of academic integrity and will be treated as such.

In referencing and citing:

Students must, in addition to adhering to the five fundamentals, become aware of the significance of the concepts related to academic integrity including intellectual property and authenticity. Some intellectual property forms include, but are not limited to, trademarks, moral rights, registered designs, patents and copyrights (“Academic integrity policy”).

Wellspring Middle School and Secondary School Students are expected to:

- Reference and cite all sources of information using the latest Modern Language Association (MLA) edition adopted by Wellspring whenever they paraphrase, quote, or incorporate any content (whether text, image, data, or other) in their work.
- Only consult credible and reliable sources of information in their work and make sure to validate the credibility of any questionable source of information by:
 - Vetting the sources’ secondary references
 - Conducting OPCVLs which is the Wellspring approved technique for analyzing and evaluating information sources
 - Cross-checking the information with at least one reliable source
- Make sure that they follow the process of submitting required drafts on schedule to their teachers/supervisors who will alert the programme coordinator or academic integrity officer of missed submissions.

Students must be skilled and aware of proper ways of documenting their sources using MLA. The subject teachers and librarians must guide the students through practices that will prevent any breach of academic integrity. Wellspring uses a web tool called Turnitin to detect any malpractice. Programme coordinators, teachers, and librarians analyze Turnitin reports and a similarity report that exceeds 15% after analysis is considered unacceptable.

In using online and artificial intelligence tools

It is important that students learn the importance of constructing ethical and conceptual knowledge. Consequently, Wellspring encourages students to acquire technical proficiency and use artificial intelligence (AI) generative tools (such as Chat GPT) in a responsible and transparent manner to support their learning rather than replace it. Similarity reports indicative of improper use of AI generative content will be immediately considered a breach of academic integrity irrespective of percentage of similarity.

It is the duty of every Wellspring educator/parent/guardian to enforce students' ethical academic practices by:

- Engaging them in conversations about the ethical choice of academic integrity
- Teaching them how to use online and AI tools responsibly
- Insisting on transparency by demanding that they properly use, credit, verify and reference AI generated information
- Establishing the good practice of process writing and submitting drafts on schedule
- Ensuring that they can explain and defend their written work enough to confirm their ownership and understanding of it
- Confirming that the quality of the submitted product is in line with their usual capabilities
- Refraining from submitting any doubtful work to the IB
- Treating all academic malpractice by the use and abuse of technology and online tools such as paraphrasing websites or sites that purposely corrupt files or AI generated work as breaches of academic integrity and, thus, subjecting them to the sanctions detailed below
- Adopting the “balance of probability” approach in decision making when the evidence for an alleged case is not conclusive beyond reasonable doubt
- Being ready at all times to guide and assist them in adopting sound academic practices.

Responsibilities of the Programme Coordinators

The programme coordinators at Wellspring support the responsibilities of the leadership team regarding academic integrity and are also required to:

- Monitor that the school and all stakeholders apply the relevant IB policies in a fair and consistent manner
- Supervise that the school abides by the IB expectations for exam regulations and guidelines including secure storage of IB material
- Ensure that all stakeholders have a clear understanding of Wellspring's academic integrity policy and all relevant IB policies and/or guidelines
- Report incidents of academic integrity breaches to the administration and/or IB as necessary
- Follow up on the investigations related to academic integrity breaches and/or school maladministration cases.

Responsibilities of Teachers

Teachers should model the ethical and technical responsibilities of academic integrity throughout all curricula. These include, but are not limited to, citing sources used during lessons (i.e.

PowerPoints, images in assessments, etc.), defining academic malpractice in age-appropriate language, and teaching the conventions of MLA citation in clear and explicit terms. In an effort to create a schoolwide ethos surrounding academic integrity, teachers are also encouraged to use opportunities as they arise to further student understanding (e.g. a student may wish to use clips of a Hollywood film in a video presentation. This gives the teacher an opportunity to discuss copyright laws and infringement with their class. As the video will not be shown to the public, teachers and students may conclude that the clips may be included as long as they are properly cited) (“Academic integrity policy”).

It is incumbent upon teachers to report all cases of academic malpractice in any assessment, task, or homework. In the interest of fairness and transparency, teachers must not be selective, but document and report all instances of misconduct immediately upon their occurrence. Teachers will report the incident to the Programme Coordinator and copy the Principal, Librarian, and Director of Learning & Teaching.

In accordance with the Wellspring code of ethical conduct, teachers are bound to report any case of malpractice they witness (even if not related to them directly) to the administration immediately.

Responsibilities of the Administration

Wellspring leaders model and enforce sound academic integrity practices. The administration is committed to refraining from exercising actions of school maladministration.

It is incumbent upon the administration to investigate all reported instances of academic malpractice and to implement the consequences as outlined in the Academic Malpractice Consequences Table (see Appendix A). In addition, the administration should keep a centralized record of each student’s academic misdemeanors to track the student’s progress and academic history throughout their time at Wellspring. The administration may consider the degrees of intent of academic malpractice as well as the spectrum ranging from deliberate to accidental malpractice. Investigations must be consistent across all reported instances. Students’ rights must be respected throughout any investigation.

In addition, the administration should integrate regular opportunities to provide professional development for teachers, leaders, and staff regarding academic integrity.

Academic Integrity in the Elementary School (PYP)

All IB community members should exhibit the IB learner profile attributes to foster a culture of academic integrity. All IB community members are expected to be “principled.” PYP students grow in a culture of self-respect and respect for others and learn to distinguish right from wrong.

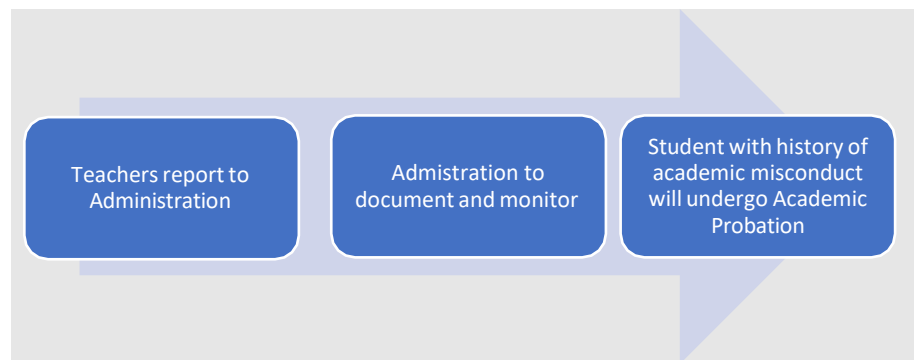
PYP students will acquire an understanding of academic integrity in a safe learning environment. This understanding is fundamental for students as it prepares them to become responsible and caring citizens in the future. Essential skills may be embedded within the curriculum in a variety of ways with age-appropriate language. For instance, the concept of sharing knowledge can be introduced as early as year 1 when students are shown the importance of presenting their ideas to others (“Academic integrity policy”). By year 5, students are expected to use recognized MLA conventions to acknowledge sources used for their PYP exhibition. Students will be coached to learn from their mistakes during these years. Teachers will work with students that perform

academic malpractice on a case-by-case basis. This may result in students re-submitting work, spending a session with the librarian to work on citations, or reviewing paraphrasing techniques.

Academic Integrity in the Middle School

MYP students at Wellspring need to acknowledge all sources used in any task by applying the Modern Language Association (MLA) citation style in referencing (The Modern Language Association of America). As students mature through the programme, their understanding of academic integrity will deepen through the explicit application of the relevant approaches to learning skills: self-management, research, and communication (“Academic integrity policy”). By the end of year 1, students should be familiar with the three definitions of academic malpractice: plagiarism, collusion, and duplication of work. By year 5, students will demonstrate their understanding of academic integrity through the MYP personal project. They will work closely with a supervisor to ensure that academic honesty has been maintained throughout the process.

Any malpractice will be reported to the administration and will be documented and monitored throughout the student’s academic career at Wellspring (refer to Appendix A for consequences). If a student has a history of academic misconduct in MYP they will need to undergo academic probation before entering DP as clearly demonstrated in the flowchart below.



Academic malpractice process in MYP-DP transition

Academic Integrity in the Secondary School

Secondary students at Wellspring must abide by IB and school regulations to ensure academic integrity. The students must acknowledge the sources used in all their internal assessments and their extended essay and must present authentic and accurate CAS records to the school. The students are required to use Modern Language Association (MLA) for documenting sources.

In case of malpractice, a thorough investigation should take place before action is taken and/or any disciplinary measures are applied. (See Appendix A for Academic Malpractice Consequences Table). In addition, the penalties decided by the school should be directly related to the component of assessment in which malpractice occurred and must match the degree of severity of any breach.

Appendix A - Academic Malpractice Consequences Table

Primary Years (Grades 1-5) - Cycle resets every term

First occurrence:

- Work one-on-one with teacher to recognize where academic malpractice has occurred
- Re-submit work to teacher after reflection with teacher
- Inform the parents of Grade 5 students of the malpractice

Second occurrence:

- Same consequences as for the first occurrence

Third occurrence:

- Same consequences as for the first occurrence
- Meet with librarian to review citation practices one-on-one
- Student is referred to counseling

Middle Years (Grades 6-10) - Cycle resets every 18 months

First occurrence:

- Assessment in question is awarded a zero
- Breach is recorded on Managebac
- Parents are notified of breach
- Student meets with librarian to review practices

Second occurrence:

- Assessment in question is awarded a zero
- Breach is recorded on Managebac
- Student is suspended
- Parents are notified of breach and of suspension
- Student meets with librarian to review practices
- Student is referred to counseling

Third occurrence:

- Assessment in question is awarded a zero
- Breach is recorded on Managebac
- Student is suspended
- Parents are notified of breach and of suspension
- The awarding body is notified of breach: If the work is to be sent to the IB (personal Project), the IB will know of the breach. This may lead to a mark of 0 with serious implications for the official Personal Project results."
- Principal/ MYP Coordinator calls student to a re-entry interview and contract is signed
- Student is referred to counseling

Diploma Programme (Grades 11-12) - Cycle does not reset

First occurrence:

- Assessment in question is awarded a zero
- Breach is recorded on Managebac
- Parents are notified of breach

Second occurrence:

- Assessment in question is awarded a zero
- Breach is recorded on Managebac
- Student is suspended
- Parents are notified of breach and suspension
- Principal/ DP Coordinator calls student to a re-entry interview and contract is signed
- Student is referred to counseling

Third occurrence:

- Assessment in question is awarded a zero
- Breach is recorded on Managebac
- Student is suspended
- Parents are notified of breach and suspension
- Principal/ DP Coordinator calls student to a re-entry interview and contract is signed
- The awarding body is notified of breach: If the work is to be sent to the IB, the IB will know of the breach. This may lead to a mark of 0 with serious implications for the official DP results."
- Student is referred to counseling
- Student candidacy may be removed from current session

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