

# **Creative Secondary School Academic Integrity Policy**

**Revised 2022 - Updated in August 2024**

# Introduction

The school learner attributes encourage all CSS students to be principled, honest, and ethical global citizens. Academic integrity is an essential component that the school is committed to promoting.

The Academic Integrity policy outlines the rationale, the expectations from all stakeholders, and the procedures to follow where the academic integrity expectations are not met.

## 1. Rationale

### **Rationale and statement of purpose for academic integrity**

#### **What is academic integrity?**

The IB defines academic integrity as

*“Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work”*

#### **Purpose of academic integrity?**

Academic integrity is an important aspect of the [CSS Values](#):

*“A caring, respectful, trusting and positive school culture provides students with the confidence to learn, to meet new challenges and develop self-respect and respect for others.”*

To maintain fairness

To maintain trust and credibility

To develop respect for others

#### **Issues regarding academic integrity**

Plagiarism

Collusion

Duplication of work

Any other behaviour that gains an unfair advantage

#### **From IB policies**

School maladministration

Student academic misconduct

Unprecedented or extraordinary incidents

Balance of probabilities approach

Conflict of interest

### **From HKDSE policies**

Malpractice refers to any activities that allow a student to gain an undue advantage over others, examples of which include, but are not limited to: These behaviours are generally referred to as plagiarism. Students are forbidden to indulge in any malpractice when completing their assessment activities. The development of integrity is an important element in moral education. It is of utmost importance that academic honesty is maintained in School Based Assessments (SBAs). Students should be responsible for ensuring that the work they produce is their own and bear the consequences for committing plagiarism or other malpractice in SBA. presenting work completed by others, in part or in whole, as one's own work; including material copied directly, in part or in whole, from books, newspapers, magazines, CDs, the Internet or other sources without proper acknowledgement.

## **2. Expectations and advice on students' responsibility**

It is compulsory for students to sign an academic integrity contract. After receiving the contract, students can ask questions about anything in the contract that needs to be clarified.

Some examples of academic misconduct:

- Cheating on tests, quizzes, or other assignments
- Plagiarism of another's work without proper citation
- Inappropriate collaboration
- Dishonesty
- Facilitating the academic dishonesty of another student

## **3. Expectations and advice on teachers' responsibility**

Teachers act as role models by reinforcing academic integrity when teaching. They provide guidance to students and encourage them to use APA referencing system. They remind students to adhere to academic integrity policy before assigning assignments, homework or classwork.

Librarians: run workshops on research and the APA referencing system.

#### 4. Expectations and advice on school responsibility

The school:

- Establishes an academic integrity policy.
- Provides teachers with professional development opportunities about academic integrity.
- Ensures teachers and students adhere to the school's academic integrity policy.
- Reviews the implementation of the academic integrity policy periodically.
- Updates the academic integrity policy according to the latest curriculum guidelines.
- Shares with parents the expectations and advice of the academic integrity policy.
- Ensures the whole school community understands academic integrity and consequences for all students if they engage in academic misconduct.

#### 5. Expectations and advice on parents' responsibility

At CSS we strongly believe in open communication between teachers, school administration and parents. Parents can play a very important role in supporting and helping their children achieve their full potential and acting with integrity by:

- Reading and becoming familiar with the Academic Integrity Policy and all curriculum guidelines related to the IB and HKDSE rules and regulations.
- Understanding the importance of academic integrity and be aware of the Academic Integrity policy.
- Encouraging their child to create their own authentic and individual work and understand the expectations of academic integrity provided through the curriculum.
- Supporting teachers and administrations in talking to their children about the importance of academic integrity.
- Cooperating with the school in case their child is found to be guilty of malpractice either intentionally, or by appropriate documentation of sources.

#### 6. Measures taken to provide education and support

- **Orientation - parents:** Curriculum coordinators conduct orientation sessions for parents.
- **Orientation - teachers:** Curriculum coordinators conduct orientation workshop in term one for new teachers, including the role of Restorative Practices (RP).
- **Orientation - students:** Curriculum coordinators conduct orientation workshop for junior and senior students.
- **Contract:** separate contract for higher and lower forms.

## 7. Guidance on expected behaviour

### What is Academic Integrity?

- We give credit to or acknowledge the person by making a reference/citation in our work when we borrow ideas or quote a small part of their work, regardless of the source's format.
- We respect and value all forms of intellectual property, including patents, registered designs, trademarks, moral rights and copyright.
- We cite the resources using APA referencing.

### What is Paraphrasing?

- Paraphrasing is the skill of using one's own words to write a piece of text, to present or summarise an idea or a piece of information.
- This skill should only be practised in conjunction with an acknowledgment of the source of information.

### Example 1

#### Original text

"Some dinoflagellates reproduce in enormous numbers in warm and somewhat stagnant waters. The result can be a 'red tide', so called because of the reddish colour of the sea that results from the pigments of the dinoflagellates." (Purves et al., 2004, p. 552).

#### Reference

Student Transition Achievement & Retention Team, College of Science, Health and Engineering, La Trobe University (2021). *First year success guide*. College of Science, Health and Engineering, La Trobe University. [https://www.latrobe.edu.au/\\_data/assets/pdf\\_file/0017/1202156/2021-SHE-FY-Survival-Guide.pdf](https://www.latrobe.edu.au/_data/assets/pdf_file/0017/1202156/2021-SHE-FY-Survival-Guide.pdf)

#### Paraphrase:

Because of their red-coloured pigments, some dinoflagellates can cause a 'red tide' when they reproduce in great numbers in warm, still seas (Purves et al., 2004).

### Example 2

#### Original text

The United States, Germany, Japan and other industrial powers are being transformed from industrial economies to knowledge and information based service economies, whilst manufacturing has been moving to low wage countries. In a knowledge and information based economy, knowledge and information are the key ingredients in creating wealth.

**Paraphrase:**

Industrialized nations like the United States, Germany, and Japan are undergoing a shift from industrial-based economies to service economies centered around knowledge and information. Meanwhile, manufacturing operations are increasingly relocating to countries with lower wage costs. In this new economic landscape, wealth creation hinges primarily on the effective utilization of knowledge and information.(Laudon & Laudon, 2022).

**Reference**

Laudon, K.C., Laudon, J.P. (2022). *Management information systems: Managing the digital firm* (17th ed.). Pearson.

**An example to show how to do referencing both in-text and bibliography (APA format)****Example paragraph with in-text citation**

A few researchers in the linguistics field have developed training programs designed to improve native speakers' ability to understand accented speech (Derwing et al., 2002; Thomas, 2004). Their training techniques are based on the research described above indicating that comprehension improves with exposure to non-native speech. Derwing et al. (2002) conducted their training with students preparing to be social workers, but note that other professionals who work with non-native speakers could benefit from a similar program.

**References**

Derwing, T. M., Rossiter, M. J., & Munro, M. J. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 23(4), 245-259.

Thomas, H. K. (2004). *Training strategies for improving listeners' comprehension of foreign-accented speech* (Doctoral dissertation). University of Colorado, Boulder.

## What is Academic Misconduct?

- **Plagiarism:** Plagiarism is the use of another's ideas and work without clear acknowledgement. This includes paraphrasing another person's work without acknowledging their authorship.
- **Collusion:** Conspiring with others in order to deceive or cheat. Submission of work should be the authentic version of each student, although collaboration with partners is permitted. This also includes copying from another student, giving another student his/her work to copy or doing homework for another student.
- **Cheating on an assessment task or exam:** Using unauthorised materials, communicating verbally or nonverbally, if this is not allowed in an assessment task or exam, or failing to follow instructions about the procedure of the exam.
- **Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
- **Unfair advantage** through actions including:
  - A parent or tutor editing or completing assessments
  - Outsourcing another person to do the assignment
  - Inappropriate use of technology
  - Falsifying personal information.
  - Utilising social media to share information related to examinations
  - Using a mobile device to download information while in a controlled assessment environment
- Any behaviour that gains an unfair advantage for a student, or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS/OLE record)
- Using 'copy and paste', and changing only some words is also plagiarism.
- Use of automatic online translation websites is discouraged

## Malpractice in internal and external examinations

- During an examination, and at other times specified by the invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute malpractice, resulting in appropriate action by the school and/or the examining board.
- All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any copying, collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute malpractice, resulting in appropriate action by the school and/or the examining board.
- The impersonation of another candidate will be treated as malpractice.
- If a candidate finds that he or she has accidentally taken unauthorized material into an examination, this material must be given to the invigilator immediately. Failure to do so may lead to an allegation of malpractice against the candidate.

## **Intellectual property \***

- This can take many forms such as patents, registered designs, trademarks, moral rights and copyright. These should be respected and are normally protected by law.

## **Use of Turnitin**

- Upon request, some work submitted for assessment has to pass through the antiplagiarism software-Turnitin, also some staff may choose to use Turnitin for any assignments set during the course.
- Turnitin is accessed through the dropbox on Managebac.
- Staff are responsible for sharing the Turnitin report with students. If there are found to be minor lapses in citation then students are given the opportunity to correct their work before submission to the IBO.

## **8. Scenarios**

### **Scenario 1 (Collusion)**

A student's summative assessment work was found exactly the same as other student's, except for a diagram and a graph. Student admitted that he had copied it from other student, who had shared a task with him when he asked her for guidance on how to do it.

### **Scenario 2 (Plagiarism)**

Student used a website to copy for the majority of his essay. The essay included no reference to this website, and he did not include it in the bibliography. Further, due to the fact the work was copied from a website, the essay did not even answer the question the assignment was based upon. Even though some language was changed, this was mostly through the use of the synonym function and the reordering of certain sentences. The thrust of the argument, evidence, research, and key points were copied from the website, and these ideas were the work of the author of the website.

### **Scenario 3 (Online exam)**

During the online assessment, a student tried to check the meaning of some words in the assessment paper from the online websites. And he also discussed the questions with his classmate on Google Chat and wrote down the same answers as his classmate.

### **Scenario 4 (Face-to-face exam)**

Student asked to go to the bathroom during the examination, he took his phone out and used it in the bathroom and got found out by the invigilator.



## **9. Procedures - reporting, recording and monitoring**

The key of the following process is to focus on student accountability and the collaborative process that explores how harms from academic misconduct can be repaired, as well as what needs to be put in place to avoid misconduct in the future. We aim to promote integrity, rather than mere compliance, by creating an awareness in students of the ethical dimensions of academic misconduct.

In cases of academic misconduct, the following steps would be taken:

### In the first instance

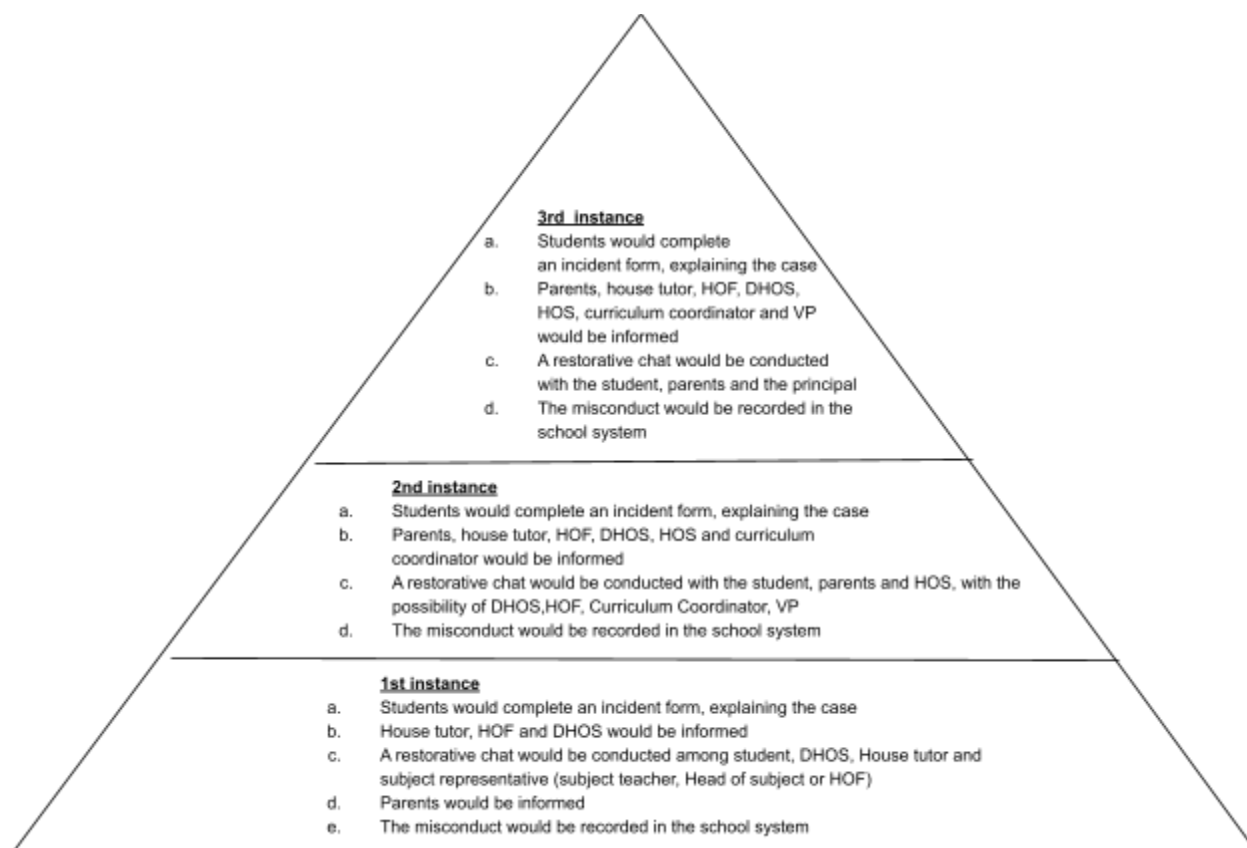
1. Students would complete an incident form, explaining the case
2. House tutor, HOF and DHOS would be informed
3. A restorative chat would be conducted among student, DHOS, House tutor and subject representative (subject teacher, Head of subject or HOF)
4. Parents would be informed
5. The incident would be recorded in the school system

### In the second instance

1. Students would complete an incident form, explaining the case
2. Parents, house tutor, HOF, DHOS, HOS and curriculum coordinator would be informed
3. A restorative chat would be conducted with the student, parents and HOS, with the possibility of DHOS, HOF, Curriculum Coordinator, VP
4. The incident would be recorded in the school system

### In the third instance

1. Students would complete an incident form, explaining the case
2. Parents, house tutor, HOF, DHOS, HOS, curriculum coordinator and VP would be informed
3. A restorative chat would be conducted with the student, parents and the principal
4. The incident would be recorded in the school system



## **10. The rights of the student if suspected of a breach of academic integrity - The rights of students when in breach of the plagiarism for internal assessments**

Permission to appeal will only be granted where the candidate was found in breach of the plagiarism and new evidence has been brought to the attention of the school. Appeals are only granted in relation to the decision on academic misconduct.

To be considered, an appeal can be requested by parents one month within the decision made by the school. Parents must contain a full description of the grounds for the appeal and outline the new evidence on which the appeal is based.

For external assessments the procedures of the examinations bodies will be adhered to.

## 11. Consequences of academic misconduct

All instances of academic misconduct will be recorded in the school system and the records will last for 3 consecutive years (from F1 to F3, and again from F4 to F6).

In cases of academic misconduct involving internal assignments and projects, students will:

### In the first instance

1. Resubmit the original assignment
2. Receive a mark penalty (with the possibility of a zero grade, at the discretion of the faculty). consider a mark cap at 40% for example rather than a mark penalty given it is a re-submission

### In the second instance

1. Be given the opportunity to reflect on the recurrence for one day, during which time they will be asked to complete an additional educational assignment (e.g. on the correct ways to paraphrase, or on the importance of academic integrity)
2. Resubmit the original assignment
3. Receive a mark penalty (with the possibility of a zero grade, at the discretion of the faculty)

### In the third instance

1. Be given the opportunity to reflect on the recurrence for *at least* an additional day, during which time they will be asked to perform a community service (e.g. to promote the correct ways of paraphrasing or the importance of academic integrity)
2. Resubmit the original assignment
3. Receive a mark penalty (with the possibility of a zero grade, at the discretion of the faculty)

In cases of academic misconduct involving **tests and exams**, students will:

### In the first instance

1. Receive a mark penalty (with the possibility of a zero grade, at the discretion of the faculty)

### In the second instance

1. Be given the opportunity to reflect on the recurrence for one day, during which time they will be asked to complete an additional educational assignment (e.g. on effective ways to prepare for tests and exams, or on the importance of academic integrity)
2. Receive a mark penalty (with the possibility of a zero grade, at the discretion of the faculty)

### In the third instance

1. Be given the opportunity to reflect on the recurrence for *at least* an additional day, during which time they will be asked to perform community service (e.g. to promote effective ways to prepare for tests and exams or the importance of academic integrity)
2. Receive a mark penalty (with the possibility of a zero grade, at the discretion of the faculty)

## **12. Guidance on the use of artificial intelligence tools**

According to the IBO (2023) and the HKEAA (2023), while students must embrace new technology and innovation, it should not be at the cost of compromising their conceptual and ethical knowledge. The guidelines are summarised as follows:

- Students need to recognize the inherent bias in content produced by AI, because of the bias in the programming and the material that has been used to train the AI tool.
- Students are encouraged to ask the AI tool, research questions, rather than the task title, and then explore the sources it provides.
- Students need to be aware that the school does not regard any work produced by AI tools to be their own. The software must be credited in the body of the text and appropriately referenced in the bibliography. If this is not done, it would be considered as academic misconduct.

### **The following rules should be followed by students while referencing AI:**

- If they use the text (or any other material or assets) produced by an AI tool be that by copying or paraphrasing that text or modifying an image, they must clearly reference the AI tool in the body of their work and add it to the bibliography.
- The in-text citation should contain quotation marks using the APA referencing style and the bibliography references should also contain the prompt given to the AI tool and the date the AI generated the text.
- The same applies to any other material that the student has obtained from other categories of AI tools, for example, images.

## **Reference**

International Baccalaureate Organization. (2023). Academic integrity policy. Retrieved from [https://resources.ibo.org/ib/topic/Academic-honesty/works/edu\\_11162-58121?lang=en&root=1.6.2.10.15](https://resources.ibo.org/ib/topic/Academic-honesty/works/edu_11162-58121?lang=en&root=1.6.2.10.15)

(2023, August). Hong Kong Diploma of Secondary Education Examination Information on School-based Assessment. Hong Kong; HKEAAA.

## Appendix

### Academic Integrity contract:

IBDP and DSE students are required to read the School's Academic Integrity Policy, and commit to academic integrity by signing this contract.

Questions	Yes	No
1. Have you read and understood the Academic Integrity Policy?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you understand what is meant by plagiarism?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you understand what is meant by collusion?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you understand that you must not share a copy of your work, both electronically or in hard copy?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you understand that even if you work with a lab partner in science you must organize, format and process your data independently?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you understand that allowing someone else to use your work, even if you do not benefit, is collusion and is in breach of the school's academic integrity policy?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you know how and when you need to reference other people's ideas?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you understand that gaining any unfair advantage with regard to internal assessment or examinations is in breach of the school's academic integrity policy?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you understand that you are not allowed to communicate with other students during examinations?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you understand that you are not allowed to take unauthorized material into the examination room?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you understand what constitutes unauthorized material?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you understand that any patents, registered designs, trademarks, moral rights and copyright must be respected?	<input type="checkbox"/>	<input type="checkbox"/>

### **Undertaking for F4 to F6**

I, ..... agree to act in a responsible way and follow the academic integrity principles throughout the duration of the IBDP/ HKDSE Programme and understand the consequences if I fail to do this, including disqualification from a component, subject or, in extreme cases, the full IBDP, and/or the HKDSE.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student Name and Date

\_\_\_\_\_  
Parent / Guardian Name and Date

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### **Undertaking for MY1 to F3**

As a CSS student, I hereby pledge to act and speak with responsibility, integrity, and respect. I will not cheat, lie, plagiarize, or indulge in any other academic malpractice. I understand that these values extend beyond the classroom setting, to school trips, sports tournaments, and more. I am aware of the consequences that will result if I fail to uphold these values.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student Name and Date

\_\_\_\_\_  
Parent / Guardian Name and Date

*Please keep the policy for reference, detach this sheet and turn in to your tutor.*