

Kuwait Bilingual School No.2

Academic Integrity Policy

KBS2 Mission Statement

Kuwait Bilingual School is a Pre-K to 12 English/Arabic educational institution founded to serve the Al-Jahra community. Our mission is to develop intellectually mature and responsible learners who contribute positively to the community by empowering them to meet the demands of a rapidly changing and morally complex world. By providing challenging educational experiences based on the world recognized IB curriculum frameworks, learners will acquire the skills, knowledge, and attitudes needed to develop their full potential.

School Motto:

"Children of today, leaders of tomorrow."

Educators at KBS2 play a pivotal role in guiding and mentoring students. Instilling academic integrity is emphasized, ensuring respect for every student's work. Through the Approaches to Learning Skills (ATLs), students hone skills that are not only relevant across the curriculum but also resonate with the learner profile attributes, such as being "Principled."

Understanding Academic Integrity

C.S. Lewis aptly remarked, "Integrity is doing the right thing, even when no one is watching." Integrity transcends mere honesty. It encompasses hard work, refraining from cheating, and avoiding shortcuts, be it in academic pursuits or personal life, including sports, friendships, or family time. Integrity signifies taking responsibility for one's actions consistently. It's about self-awareness, recognizing one's strengths and weaknesses, striving for honesty in every endeavor, and consistently choosing the right path, even when faced with challenges.

The Significance of Academic Integrity

At KBS2, academic integrity signifies honesty in your academic journey and safeguarding the authenticity of your work and that of others. It also implies not assisting peers in dishonest endeavors. We trust that after reviewing the section on violations, you'll have a clearer understanding of KBS2's expectations regarding academic integrity.

Your actions define you. Your character is manifested through your choices, deeds, and how you address the repercussions of your actions. At KBS2, our commitment extends beyond just imparting course-specific knowledge. We aim to guide you in making life's best choices, reflecting the IB learner profile attributes. For instance, if you're uncertain about an assignment, we expect you to seek guidance rather than resorting to dishonest means. This ethos underscores the essence of academic integrity, offering you chances to learn from missteps and consistently put forth your best effort. This fosters an environment of trust among peers, educators, and yourself.

Diploma Programme (DP) Academic Integrity

The International Baccalaureate Diploma Programme (DP) places a high emphasis on academic integrity. As a globally recognized program, it's essential for DP students at KBS2 to uphold the highest standards of academic integrity.

DP Specific Guidelines:

1. **Extended Essay (EE):** All DP students are required to submit an Extended Essay. It's imperative that students ensure their EE is entirely their own work and that any sources or materials used are appropriately cited. Any form of plagiarism in the EE can lead to a failing grade.
2. **Theory of Knowledge (TOK):** In both the TOK essay and presentation, students must ensure that their work is original and that any external sources of information are properly acknowledged.
3. **Internal Assessments (IAs):** For all subjects, students must ensure that their IAs are their own work. Any data, information, or sources used must be appropriately cited. Collaboration with other students, unless explicitly allowed, is considered a breach of academic integrity.
4. **CAS (Creativity, Activity, Service):** While CAS is more about experiences than academic work, students must ensure that they honestly and accurately report and reflect on their CAS experiences. Any form of dishonesty in CAS can lead to a failure to obtain the diploma.
5. **Use of Secondary Data:** If students are using secondary data in their IAs or EEs, they must ensure that they have permission to use the data and that the source is appropriately cited.

6. Collaboration vs. Collusion: While the DP encourages collaboration among students, there's a fine line between collaboration and collusion. Students must ensure that all submitted work is their own and that they haven't inappropriately collaborated with others.

Consequences for DP Students:

Breaches of academic integrity in the DP can have severe consequences. In addition to the school's academic integrity policy, students may also face consequences from the IB organization, including:

- Failure to obtain the IB diploma.
- A failing grade in the subject in which the breach occurred.
- A note on the student's IB transcript indicating a breach of academic integrity.

DP students are advised to familiarize themselves with the IB's academic integrity policy and to seek guidance from their teachers, the DP coordinator, or the school's academic integrity committee if they have any doubts or questions.

Violations of the Academic Integrity Policy

Academic integrity violations encompass any act that compromises or subverts the integrity of the educational or research process or opposes the learner's morals and attributes of an IB learner. These offenses include, but are not limited to the following:

Violation	Definition	Examples
Cheating	This is the falsification of evaluation results and is also defined as the wrong attempts of a student to obtain answers to questions or to obtain another student's work or assignments by using immoral methods.	<ul style="list-style-type: none"> - Attempting to or copying from others - Copying someone else's work through the use of multimedia devices or photography - Communicating or attempting to communicate in order to obtain answers, hints, or suggestions during an assessment, test or quiz. - Using unauthorized materials to complete an assessment, test, quiz, or assignment - Programming of notes, formulas, or other aids into an electronic device without prior authorization - Using a communication device such as a cell phone, smart watch, earphones, or an electronic translator to obtain unauthorized information during an assessment, test, or quiz - Submitting portions of the same academic work for credit in more than one course without consulting the teachers concerned.
Fabrication	The use of information or the falsification of research or other findings.	<ul style="list-style-type: none"> - Citing information not taken from the source indicated. This may include incorrect documentation of secondary source materials, e.g., using the

Violation	Definition	Examples
		<p>bibliographic information from a source instead of going to the original source Listing sources in a bibliography not used in the academic exercise Submitting fictitious information in a paper or other academic exercise.</p>
Plagiarism	<p>The inclusion of another's words, ideas, or data as one's own work. This covers unpublished, as well as published sources without citing them as a source.</p>	<p>- Quoting another person's words, sentences, paragraphs, or entire work without acknowledgment of the source Utilizing another person's ideas, opinions, or theory without acknowledgment of the source Failing to cite the words, pictures, music, video, or other forms of communication in research projects Copying and pasting from an online source and submitting it as one's own work; Paraphrasing source material without citations or proper referencing.</p>
Academic Misconduct	<p>Any academically dishonest act or assistance to another student in the commission of these acts.</p>	<p>- Submitting as one's own, any academic exercises prepared totally or in part by someone else. This also includes preparing work at home if the work is asked to be done during class time only Giving another information or selling all or part of an assessment, including answers, e.g., telling</p>

Violation	Definition	Examples
		<p>someone in the 10:30 a.m. assessment period what was on the 8:00 a.m. class assessment</p> <p>Bribing another to obtain an assessment, paper, or assignment</p> <p>Copying, distributing and/or receiving any portion of an assessment</p> <p>Continuing to work on an assessment after the specified allotted time has elapsed without explicit permission from the teacher</p> <p>Changing or helping another to change a grade or an answer on a test, assignment, or project</p> <p>Fabricating an excuse to obtain an extension on a deadline for a test, assignment, or project</p> <p>Committing any action that compromises the integrity of an assessment or assignment, including stealing, attempting to steal, or buying an examination or answer key</p> <p>Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity</p> <p>Any attempt or assistance given to another to access a teacher's materials without authorization; teacher's manuals, Edline, grade quick,</p>

Violation	Definition	Examples
		gradebooks, USB storage, teacher's computers, etc.
Misrepresentation	Misrepresentation refers to any situation in which a student presents or intends to present as his or her own work any assignment prepared by another person or individual.	<ul style="list-style-type: none"> - Collaborating on a test, quiz, homework assignment or project with others without authorization from the teacher Asking others to do research or writing of an assignment, e.g. <ul style="list-style-type: none"> • Using the services of an academic term paper writing company • Using the services of another person (family member, tutor, etc.) inappropriately and without authorization • The act of copying homework or any portion thereof, regardless of how it has to be turned in. • Claiming to have fulfilled the roles and responsibilities accepted on a group project. Turning in another person's project as one's own

Accountability and Responsibility:

School's Responsibilities:

KBS2's primary goal with the academic integrity policy is to foster an environment rooted in academic integrity, involving administrators, educators, parents, and students. Everyone shares the responsibility of ensuring fairness and consistency. All members are expected to uphold the values and rules outlined in this policy. The school commits to offering professional development on academic integrity. Educators must recognize the policy's significance to effectively implement it.

The school ensures parents are informed by elucidating the academic integrity policy through after-school sessions, publishing it on the school's website, and requiring parents to acknowledge, sign, and return the policy.

Students have the right to understand the policy thoroughly, with assistance from counselors, librarians, and principals. Adherence to these values is paramount. Consequently, students won't receive credit for work that isn't genuinely theirs.

Teachers' Responsibilities and Behaviour

A: Responsibilities:

1. Educate students about differentiating between sources and references and the appropriate use of each.
2. Instruct students on the correct use of quotations and inclusions.
3. Clarify what constitutes cheating or misconduct and the potential repercussions. Emphasize the reasons why such actions are deemed wrong.
4. Highlight the importance of collaborative work that focuses on knowledge exchange, ensuring it aligns with the IB criterion against plagiarism.

B: Behavior:

During teaching, assistance, evaluation, or supervision, educators should:

1. Ensure equitable treatment of all students.
2. Utilize transparent evaluation criteria.
3. Cite all utilized materials appropriately.
4. Maintain objectivity, preventing personal biases from influencing their work.

Parent's Responsibilities

1. Ensure your child comprehends school expectations both within and outside the school premises. Review school guidelines with your child to ensure they grasp the concept of academic dishonesty and the potential consequences of violations.
2. Offer necessary support and guidance to your child.

3. Prevent collusion at home, which includes parents, siblings, other family members, tutors, domestic workers, and businesses offering paid educational services. This also entails adhering to the Academic Integrity policy.
4. Sign requisite forms, indicating your understanding and agreement with the school's policies and procedures. Non-compliance might lead to expulsion from KBS2.

Student Responsibilities:

1. Students should be well-acquainted with the policy and understand the repercussions of violations.
 2. Students are expected to make their parents and school proud through their actions and behavior.
 3. Students must always ensure their actions are morally justifiable.
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Citation and References:

Citations refer to quotations or references to books, papers, or authors in academic projects. At KBS2, we adhere to the MLA (Modern Language Association) style for citations in essays, theses, term papers, and assignments.

Examples of MLA Citations:

1. When quoting from a book:
Gleick, James. *Chaos: Making a New Science*. New York: Penguin, 1987. Print.
2. For entries in encyclopedias, dictionaries, and other reference works:
"Ideology." *The American Heritage Dictionary*. 3rd ed. 1997. Print.
3. For electronic sources:
Aristotle. *Poetics*. Trans. S. H. Butcher. The Internet Classics Archive. Web. Atomic and Massachusetts Institute of Technology, 13 Sept. 2007. Web. 4 Nov. 2008. <<http://classics.mit.edu/>>.

4. For a YouTube video:

Shimabukuro, Jake. "Ukulele Weeps by Jake Shimabukuro." Online video clip. YouTube. YouTube, 22 Apr. 2006. Web. 9 Sept. 2010.

5. Citation for AI:

OpenAI's ChatGPT." OpenAI Platform, OpenAI, 23 Oct. 2023,
www.openai.com/chatgpt.

Consequences:

The repercussions might vary based on the student's background, character history, age, prior knowledge, severity of the incident, intent, and other factors.

Details of Consequences for 1st, 2nd, and 3rd offenses:

1st Offense:

- Counseling session.
- Zero on the assignment or assessment. The quarter average is determined with this zero.
- If the violation occurs on an assessment, a zero is factored into the final assessment grade.
- Notification to the student, parent, and file designee of the violation. Acknowledgment is required.
- Disqualification from the honor roll for the quarter of the offense.
- Depending on the severity, an "Accountability Board" may convene.

2nd Offense:

- An Academic Integrity Review is convened. Possible consequences include:
- The student's quarter grade for the course in question might be lowered.
- Suspension from school and extracurricular activities.
- A conference with the student and parent to discuss further sanctions. Further violations might lead to an "Accountability Board" with potential expulsion from KBS2.

3rd Offense:

- Convening of an "Accountability Board of Academic Integrity." Dismissal from KBS2 is a potential outcome after thorough consideration.

Acknowledgment:

I have read this document and understand the consequences in place if academic integrity or integrity is violated by my son/daughter.

Name:

Date:

Signature: