



SEKOLAH GLOBAL INDO-ASIA ACADEMIC INTEGRITY POLICY



Primary Years Programme (PYP)

IB MISSION STATEMENT

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

SGIA VISION AND MISSION

Vision

Sekolah Global Indo-Asia (SGIA) is a leading world school for educational excellence by providing the highest quality standard of services.

Mission

Sekolah Global Indo-Asia's (SGIA) mission is to foster a life-long love of learning in order to develop competent, respectful, compassionate and knowledgeable students who have the confidence and integrity to fulfill their dreams, strive for the betterment of mankind, and achieve their potential as responsible world citizens.

ACADEMIC INTEGRITY IN THE PRIMARY DEPARTMENT

PHILOSOPHY

Sekolah Global Indo-Asia (SGIA) strives to foster a culture of academic honesty. The school aims to nurture personal integrity and to promote an understanding of academic honesty as good practice in learning and assessment. Students are supported in building their academically honest behaviour so that they can value, respect and appreciate their work and the work of others. The school recognises the importance of creating a learning environment that is safe, fair and transparent for students to develop their thinking, whether it is independently or supported by other people's work and opinion. The school strives to utilise the attributes of the learner profile to nurture such an environment.

PURPOSE

The school views academic honesty as the responsibility of all the members of the school community as inquiry-based learning encourages creative and critical individual work.

Conducting academic work entails carrying out tasks by using ideas, skills, techniques or information from another person or source by appropriately acknowledging them. The school believes that authors have the right to determine how their work can be used, shared and built upon and these options must be respected and regarded. As creators of academic work, it is imperative for all to understand the nature of academic honesty in order to:

- ✓ Guide teachers and students in defining academic honesty and dishonesty in the context of the school's curriculum;
- ✓ Guide teachers and students in practicing and promoting academic/intellectual honesty while building an honest creator/author culture;
- ✓ Fairly and consistently deal with matters related to academic honesty.

KEY DEFINITIONS

- **Academic integrity:** *“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” (IBO, 2022 p.1)*

- **Academic Honesty:** a principle that *“serves to promote personal integrity and engender respect for others and the integrity of their work” (IBO, 2014 p.38)*. It is a set of skills and values that encourages members of the school community to carry out tasks without cheating, plagiarising, lying, stealing, giving or receiving unacknowledged assistance from another person, or using sources of information without appropriate acknowledgement.

- **Authenticity** is the term used with older students when they confirm in writing that a piece of work is authentic and was carried out in a manner that reflects the attitudes of academic honesty.

- **Intellectual property** describes an individual’s or organization’s ownership of inventions, literary or artistic works, symbols, names, images and designs used in commerce. The *“concept of intellectual property is potentially a difficult one for [students] to understand because there are many different forms of intellectual property rights, such as patents, registered designs, trademarks, moral rights and copyright. [Students] must at least be aware that forms of intellectual and creative expression (for example, works of literature, art or music) must be respected and are normally protected by law.”* By developing the skills and values of academic honesty and taking measures to prevent academic dishonesty, the school seeks to discourage illegal activities, for example, illegal music downloads or peer-to-peer file sharing. (IBO, 2009)

- **Academic dishonesty** means that a person uses ideas, skills, techniques or information from another person or source without appropriately

acknowledging them. There are different forms of academic dishonesty, which are defined further under malpractice.

→ **Malpractice** is the term used for academic dishonesty and describes any behaviour that gives a person an unfair advantage over another in the context of academic work. This is also commonly referred to as **cheating**, which can include:

- Imitating someone else's signature
- Using hidden notes on paper, electronic devices or written on yourself during a test or examination
- Asking or looking up on answers during a test or examination
- Making up or altering scientific or other research data
- If you work in a team, let others do the work and then add your name as if you had done an equal part of the work.

→ **Plagiarism:** the representation of the ideas or work of another person as one's own without crediting them, which can include:

- Copying or paraphrasing material and presenting it as your work without properly citing the book, newspaper or website where you took it from
- Taking someone else's idea and presenting it as your own without citing the source
- Translating a text or an idea and then presenting it as yours without citing the source. (Academic Honesty in the Diploma Programme, IB)

→ **Collusion:** supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by someone else, to gain an unfair advantage, which can include:

- When someone allows you to copy his/her work or writes part of it for you and you present it as your work

- Letting someone else copy your assignment, homework or answers in a test or exam.
- Giving others the answers during a test, quiz or exam.

→ **Duplication of work:** this is defined as the presentation of the same work for different assessment components or for marking them more than once, which can include:

- ‘Recycling’ an old assignment by presenting it as new original work for additional credit without acknowledging that this has been done
- Handing in the same text or research material for two different subject assignments without acknowledging this has been done.

ROLES AND RESPONSIBILITIES IN PROMOTING ACADEMIC INTEGRITY AT SGIA

The school is responsible for promoting academic integrity by:

- Communicating the academic honesty policy to all members of the school community and ensuring that the implementation of the policy is fair, open and transparent,
- Assisting teachers in developing their understanding of the academic honesty practices and implementing such practice in teaching, learning and assessment.
- Ensuring parents and learners understand that academic honesty is part of the learner profile attributes of being principled.
- Establishing consistent, fair and transparent procedures when academic dishonesty takes place.

Teachers (including teacher/librarian) are responsible for incorporating academic integrity in the teaching and learning experiences to help students learn how to use other people’s work in support of their own by:

- Developing student understanding of academic integrity and the importance of such a practice.
- Modelling practices to promote academic integrity include not photocopying copyrighted materials and always citing sources they use for the teaching and learning process.
- Creating inquiry-based assessment tasks that enable students to demonstrate their thinking individually and independently.
- Communicating assessment criteria as part of the learning experience to model academic integrity.
- Teaching strategies such as note-taking, paraphrasing, referencing, drafting and building bibliographies through approaches to learning skills to support students in using other people's work to complete their own and to appreciate and acknowledge other people's work as their primary and/or secondary sources.
- Providing students with fair warning as early as possible, if they believe any individual or group may be at risk of breaching academic integrity principles
- Offering feedback concerning academic integrity and verifying the authenticity of student work
- Introducing students to in-text citation styles, particularly using APA (American Psychology Association) style guidelines, for Grade 3 students and above, when appropriate.
- Teaching reflection as part of the learning process.

Students are responsible for respecting and implementing academic integrity as outlined in the school's policy by:

- Recognising the difference between individual work and group work.
- Give credit to each member if working in a group.
- Citing/referencing other people's work that they may have used.
- Paraphrasing and rewriting other people's work/opinion, using their own words.

- Respecting copyrighted text and images and not use without seeking permission from the creator.
- Avoiding copying the work of others and assisting others to cheat in any other task, directly or indirectly.
- Taking responsibility for their own work and encouraging others to promote academic integrity.

Parents are responsible for encouraging their children to demonstrate academic honesty and integrity in their learning behaviour at school, by:

- Monitoring their children's work at home and ensuring their children operate within the definition of academic integrity as outlined in the policy.
- Ensuring that excessive or disproportionate assistance will not be given to their children to complete their work/school projects and any other tasks.
- Addressing any issue of academic malpractices in which their child may be affected.

PRACTICES TO SUPPORT ACADEMIC INTEGRITY

- Introduce new teachers to the policy and its implementation at the beginning of the new school year.
- Acknowledge help from parents, older students and friends.
- Look at and read books and print material in order to learn new information, acknowledge the author and/or illustrator.
- Summarize key understandings from audio-visual material.
- Begin to assimilate knowledge from several sources into independent ideas and understandings.
- Photocopying of resources can be done as long as the resource/s is/are acknowledged.
- Understand that downloading or copying from electronic sources without permission is cheating.

- Access sources from many different places, including organizations and individual first person resources.
- Take notes from other sources, paraphrase, edit and finalise the work from the student's own perspective.
- Cite resources according to the guidelines and use appropriate quotations to acknowledge other people's work and/or opinions.

CONSEQUENCES AND PROCEDURE FOR ACADEMIC MALPRACTICE

Malpractice in the primary department could be the result of lacking research skills and/or language skills and should be addressed accordingly. Teachers will be the first point of contact to respond to such malpractice and if necessary, could include support from the primary leadership team and/parents.

In the event that a student with proficient language skills **wilfully and deliberately** continues malpractice, a meeting may be called between the teacher, parents and student, and ultimately between the principal and parents. In extreme cases, the student may be placed on an academic contract or probation.

REFERENCES:

Sekolah Global Indo-Asia (2013). *Student-Parent Handbook*.

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International Baccalaureate Organization (2014, updated 2016). *Academic honesty in the IB educational context*. Cardiff: International Baccalaureate Organization.

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International Baccalaureate Organization (2018, updated 2020). *Programme standards and practices*. Cardiff: International Baccalaureate Organization.

Mendeley Limited (2021). *APA Format Citation Guide*. Retrieved from <https://www.mendeley.com/guides/apa-citation-guide>

International Baccalaureate Organization (2022). *Effective citing and referencing*. Cardiff: International Baccalaureate Organization.

Developed and written by Headmaster, Academic Director, and PYP Coordinator, 2008.

Reviewed and Revised by Primary Principal, PYP Coordinator and Primary Teachers, 2011.

Reviewed and Revised by Primary Teachers, PYP Coordinator, Guidance Counselor, Kepala Sekolah, Head of Marketing and Admissions and Primary Principal, May 2016.

Reviewed and Revised by Primary Teachers, PYP Coordinator, Guidance Counselor, ECC and Elementary Kepala Sekolah, and Primary Principal, August 2016.

Reviewed and Revised by Academic Director, Primary Principal, PYP Coordinator, with the input from all primary teachers, January 2022.

Next revision will be in 2024.

APPENDIX 1

Guide to APA (American Psychological Association) Format Citation

1. APA Referencing Basics: Reference List

A reference list is a complete list of references used in a piece of writing including the author name, date of publication, title and more. An APA reference list must:

- Be on a new page at the end of the document
- Be centred
- Be alphabetically by name of the first author (or title if the author isn't known, in this case, a, an and the should be ignored)
 - If there are multiple works by the same author these are ordered by date, if the works are in the same year they are ordered alphabetically by the title and are allocated a letter (a,b,c etc) after the date
- Contain full references for all in-text references used

2. APA Referencing Basics: In-Text Citation

In-text references must be included following the use of a quote or paraphrase taken from another piece of work.

In-text citations are citations within the main body of the text and refer to a direct quote or paraphrase. They correspond to a reference in the main reference list. These citations include the surname of the author and date of publication only. Using an example author James Mitchell, this takes the form:

Mitchell (2017) states... Or ...(Mitchell, 2017).

The structure of this changes depending on whether a direct quote or parenthetical used:

- Direct Quote: The citation must follow the quote directly and contain a page number after the date, for example (Mitchell, 2017, p.104). This rule holds for all of the variations listed.
- Parenthetical: The page number is not needed.

Two Authors:

The surname of both authors is stated with either 'and' or an ampersand between. For example:

Mitchell and Smith (2017) state... Or ...(Mitchell & Smith, 2017).

Three, Four or Five Authors:

For the first cite, all names should be listed:

Mitchell, Smith, and Thomson (2017) state... Or ...(Mitchell, Smith, & Thomson, 2017).

Further cites can be shorted to the first author's name followed by et al:

Mitchell et al (2017) state... Or ...(Mitchell et al, 2017).

Six or More Authors:

Only the first author's surname should be stated followed by et al, see the above example.

No Authors:

If the author is unknown, the first few words of the reference should be used. This is usually the title of the source.

If this is the title of a book, periodical, brochure or report, it should be italicised. For example:

(A guide to citation, 2017).

If this is the title of an article, chapter or web page, it should be in quotation marks. For example:

("APA Citation", 2017).

Citing Authors With Multiple Works From One Year:

Works should be cited with a, b, c etc following the date. These letters are assigned within the reference list, which is sorted alphabetically by the surname of the first author. For example:

(Mitchell, 2017a) Or (Mitchell, 2017b).

Citing Multiple Works in One Parentheses:

If these works are by the same author, the surname is stated once followed by the dates in order chronologically. For instance:

Mitchell (2007, 2013, 2017) Or (Mitchell, 2007, 2013, 2017)

If these works are by multiple authors then the references are ordered alphabetically by the first author separated by a semicolon as follows:

(Mitchell & Smith 2017; Thomson, Coyne, & Davis, 2015).

Citing a Group or Organisation:

For the first cite, the full name of the group must be used. Subsequently, this can be shortened. For example:

First cite: (International Citation Association, 2015)

Further Cites: (Citation Association, 2015)

Citing a Secondary Source:

In this situation, the original author and date should be stated first followed by 'as cited in' followed by the author and date of the secondary source. For example:

Lorde (1980) as cited in Mitchell (2017) Or (Lorde, 1980, as cited in Mitchell, 2017)

3. How to Cite Different Source Types

- The in-text citation doesn't vary depending on source type unless the author is unknown.
- Reference list citations are highly variable depending on the source.

Book referencing examples:

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). *A citation guide*. London, England: My Publisher

Jones, A.F & Wang, L. (2011). *Spectacular creatures: The Amazon rainforest* (2nd ed.). San Jose, Costa Rica: My Publisher

How to Cite an Edited Book in APA Format

This referencing format is very similar to the book format apart from one extra inclusion: (Ed(s)). The basic format is as follows:

Author surname, initial(s). (Ed(s)). (Year). *Title* (ed.). Place: Publisher

Eds marks the people listed as editors. Ed is for lone editors, Eds is for multiple

Edited book example:

Williams, S.T. (Ed.). (2015). *Referencing: A guide to citation rules* (3rd ed.). New York, NY: My Publisher

Chapter title isn't italicised but follows the same capitalisation rules as the title

The initials of the editor come before the surname

Last name of the chapter author, initial(s). (Year). Chapter title. In editor initial(s), surname (Ed.). *Title* (ed., pp.chapter page range). Location: Publisher

Edited book chapter example:

In the following example, B.N. Troy is the author of the chapter and S.T. Williams is the editor.

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). *A guide to citation rules* (2nd ed., pp. 50-95). New York, NY: Publishers.

E-Book chapter example:

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). *A guide to citation rules* (2nd ed., pp. 50-95). Retrieved from <https://www.mendeley.com/reference-management/reference-manager>

How to Cite a Journal Article in Print or Online in APA Format

Articles differ from book citations in that the publisher and publisher location are not included. For journal articles, these are replaced with the journal title, volume number, issue number and page number. The basic structure is:

- Article title not italicised, journal title and volume number are
- All words in journal title should be capitalised

Author surname, initial (s). (Year). Article title. *Journal Title, Volume Number*(issue or part number, optional), page numbers. DOI or Retrieved from URL

Only included if the article is online
Note: DOI is preferred

Journal Article Examples:

Mitchell, J.A. (2017). Citation: Why is it so important. *Mendeley Journal*, 67(2), 81-95

Mitchell, J.A. (2017). Citation: Why is it so important. *Mendeley Journal*, 67(2), 81-95. Retrieved from <https://www.mendeley.com/reference-management/reference-manager>

How to Cite a Newspaper Articles in Print or Online in APA Format

The basic structure is as follows:

Author surname, initial(s). (Year, Month Day). Title. *Title of Newspaper*, column/section, p. or pp. Retrieved from URL*

**Only include if the article is online.

Note: the date includes the year, month and date.

Newspaper Articles Example:

Mitchell, J.A. (2017). Changes to citation formats shake the research world. *The Mendeley Telegraph*, Research News, pp.9. Retrieved from <https://www.mendeley.com/reference-management/reference-manager>

How to Cite Magazine Articles in Print or Online in APA Format

The basic structure is as follows:

Author surname, initial(s). (Year, month day). Title. *Title of the Magazine*, pp.

Magazine Article Example:

Mitchell, J.A. (2017). How citation changed the research world. *The Mendeley*, pp. 26-28

How to Cite Non-Print Material in APA Format

How to Cite an Image in APA Format

The basic format to cite an image is:

Author surname, initial(s). (Publication date). *Title of image* [media type]. Retrieved from URL

Media type could be photograph, painting, infographic etc.

Image Example:

Millais, J.E. (1851-1852). *Ophelia* [painting]. Retrieved from www.tate.org.uk/art/artworks/millais-ophelia-n01506

How to Cite a Film in APA Format

The basic format of a film citation is:

Producer surname, initial (Producer), & Director surname, initial (Director). (Year of Release). *Title of film* [Motion Picture]. Country of Origin: Studio.

Film Example:

Hitchcock, A. (Producer), & Hitchcock, A. (1954) *Rear window*. United States of America: Paramount Pictures.

How to Cite a TV Programme in APA Format

The basic format is as follows:

Writer surname, initial(s) (Writer), & Director surname, initial(s) (Director). (Year of Release). Episode title [Television series episode]. In Executive producer surname, initial(s) (Executive Producer), *TV series name*. City, State of original channel: Network, Studio or Distributor

TV Programme Example:

Catlin, M., and Walley-Beckett, Moire (Writers), & Johnson, R (Director). (2010). Fly [Television series episode]. In Schnauz, T. (Executive Producer). *Breaking bad*. Culver City, CA: Sony Pictures Television

How to Cite a Song in APA Format

The basic format to cite a song in APA format is as follows:

If the writer has a name in the form of forename and surname, do the usual surname then initials. If the writer uses a stage name then state the full name in order.

The full artist's name should be stated in order, not just surname and initials.

Writer surname, initial(s). (Year of copyright). Song Title [Recorded by artist name]. On Album title [medium of recording]. Location of label: label. (Date of recording)

Medium of recording could be CD, MP3, visual album etc.

Song Example:

Beyonce, Diplo, MNEK, Koenig, E., Haynie, E., Tillman, J., and Rhoden, S.M. (2016) Hold up [Recorded by Beyonce]. On *Lemonade* [visual album]. New York, NY: Parkwood Records (August 16)

How to Cite a Website in APA Format

When citing a website, the basic structure is as follows:

Author surname, initial(s). (Year, Month, day). *Title*. Retrieved from URL

Website example:

Mitchell, J.A. (2017, May 21). *How and when to reference*. Retrieved from <https://www.howandwhentoreference.com>.