



Academic Integrity Policy

Beijing Enlighten School (BES) Mission, Vision, and Values

Mission: Committed to the development of thoughtful learners and caring global stewards, within a community that is a model for the future in which we all live and grow in harmony.

Vision: a vibrant learning community, blending and balancing the wisdom, beauty, and culture of the East and West

Values: Cultivate oneself and others; unity of thought and action; be honest with oneself and others

The 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.

Philosophy & Aims

At Beijing Enlighten School, integrity is a core value not only to students but to every member of our community. This embodies the IB Learner Profile qualities. All members of the BES community are committed to academic integrity in everything that is produced at the school.

“Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modelling and taught skills. Although it is probably easier to explain to students what constitutes academic dishonesty, with direct reference to plagiarism, collusion and cheating in examinations, whenever possible the topic must be treated in a positive way, stressing the benefits of properly conducted academic research and a respect for the integrity of all forms of student work in the MYP.”¹



By following this policy, BES students develop into principled learners who understand the need for original content and for all work to be carried out ethically. Students become lifelong learners and creators of content in a manner that exemplifies the IB aims and mission.

The school understands that developing academic integrity is a long-term process, and that discussion about this process must start in the Primary Years Programme (PYP). Within the PYP, students are expected to understand the need for academic integrity and will start to reference images and simple text. During the first three years of the Middle Years Programme (MYP), the school Librarian instructs students on the citation style developed by the Modern Language Association (MLA). MYP subject teachers reinforce the expectation that students reference quotes and other content they use in their work. By the fourth year of the MYP, students are expected to fully adhere to the academic integrity policy in all aspects of their work. By the time students enter the Diploma Programme (DP), they are proficient in demonstrating academic integrity. Extra support will be given to students depending on their language levels.

The school's values emphasize students' sound judgement and taking responsibility for their learning. As students will often be engaged in reading, independent study, research, and synthesizing their own writing and knowledge, academic integrity is an especially important issue. This policy was developed to promote an ethical academic culture.

Relevant Terms

To better clarify what constitutes academic integrity, authentic authorship, and academic misconduct, this section of the policy will define the terms used throughout the document.

A student demonstrating academic integrity will:

- complete all work with their own thoughts and ideas (authentic authorship)
- understand the definition of intellectual property as any creation of the human intellect encompassing, but not limited to printed academic works, literature, works of art and music, etc.
- use proper citation format as directed by the school librarian
- accurately cite information and ideas from resources used
- work with other students collaboratively and recognize others' contributions

Examples of academic misconduct may include, but are not limited to:

- using other's information or ideas as their own (plagiarism)
- using unauthorized resources, notes, or facilities during exams (cheating)



- changing grades or answers after the fact to get better results or grades (forging)
- changing or obliterating collected data
- allowing someone else to present one's work as their own (collusion)
- reusing the same components from a different work assessment (duplication of work, or self-plagiarism)
- purchasing of work done by a third party
- selling of work or test materials to fellow peers or other students
- using a quote to support information that is not true, not contained in the original source, or is misleading the reader (misquoting)
- using translation software to auto-translate essays requested in a specific language
- any other forms of plagiarism

Role of the Library & Librarian

The BES Librarian will collaborate with subject teachers on strategies for teaching academic integrity in classroom instruction and/or during scheduled information literacy sessions in the library. The school Librarian will provide instruction to students on how to use the citation tool available online and will provide students with research methods so that students can properly utilize resources. Clear guidelines on research skills and pathways will be accessible for students through the Padlet wall (<https://padlet.com/stojanap/c9wb9fgjag5i>) where documents, guides, links to tutorials on research skills and plagiarism will be curated and updated regularly.

Within the context of the MYP and DP, the Librarian will hold specific sessions with students to develop students' ability to reference work using the MLA citation style. Collection of print resources on research skills will be available in the library. Posters with samples of the MLA style of citing various works will be displayed in the library and classrooms.

Role of the School

BES is committed to providing the faculty and staff with the environment and resources needed to develop a school culture focused on academic integrity. To this end, the school will:

- provide relevant resources to check plagiarism with the school
- train all staff on the school's academic integrity policy
- promote principled and ethical production of content



- recruit experienced individuals to support and train staff and students on how to use the MLA citation style
- periodically review policies and practices to maintain fairness and consistency
- promote parent awareness

Role of the Teachers

Teachers are responsible for consistently guiding the students on the practices that embody academic integrity. Together with the students, teachers will practice the MLA citation style and provide timely feedback on ways to improve. Homeroom teachers will work closely with subject teachers to reinforce students' awareness of the school philosophy and aims regarding academic integrity. Teachers demonstrate to students the academic integrity policy by citing source material for all presentations, images, and resources used in the classroom.

Role of the Parents

Parents provide an important role in reinforcing the idea that all BES students complete and submit authentic work. All parents sign a copy of this policy at the commencement of the school year and commit to encouraging their children to follow the school's academic integrity policy. Additionally, parents agree to work with the relevant principal during instances of academic misconduct.

Role of the Students

Students at BES must hold themselves to the highest standards of academic integrity. All parents and students will agree to, and sign a copy of, this policy at the commencement of the school year. By signing this policy, students agree that they will not engage in any form of academic misconduct. Students agree to:

- demonstrate authentic authorship by only submitting their own work and ideas
- carefully recognize and properly reference any intellectual property using the MLA citation style
- have an authenticity report run on all final drafts of their Extended Essay (EE), Theory of Knowledge (TOK) Essay, or any other summative assessments as needed

A viva voce will be used as a final authenticity check for EEs and the TOK essay but may also be used by other teachers to verify authenticity of any other assessment.



Reporting Academic Misconduct

If any member of staff has reason to believe academic misconduct has taken place, they report the incident details to the relevant program coordinator along with the evidence. The program coordinator records the incident in the school's information management system, Toddle. The program coordinator verifies the details and informs the relevant section principal. The section principal tracks this information and takes appropriate action.

Consequences for Academic Misconduct

Should a student commit any form of academic misconduct, there are a series of consequences to guide them towards making better decisions in the future.

1. For the first offence, there will be a conference between the student, teacher, parent, and an administrator about the importance of academic integrity. The student will be allowed to redo the assignment after the conference.
2. For the second offence, the student will receive reduced or no credit for the assignment. A second conference will be held between the student, teacher, parent, and an administrator. At the school's discretion, the student will be placed on academic probation, during which the student may be excluded from some or all after school activities. Sanctions may be applied at the discretion of the principal.
3. For the third offence, the student receives no credit for the assignment. The student will be suspended from school and may be removed from the relevant program.

Students who have been accused of academic misconduct will have the right to appeal. Evidence must be submitted to the program coordinator, and this will be analyzed and submitted to the relevant section principal for review.

Training and Resources

BES provides annual internal training the Academic Integrity Policy. The school Librarian offers at least one annual session to train faculty and staff on the MLA citation style. As the school grows, online or software resources, such as Turnitin (www.turnitin.com) may be used to assist with checking the authenticity of submitted work. BES offers the Padlet online resource tool for helping students with research. Toddle is used for recording student information.

Works Cited

¹*MYP: From principles into practice*. International Baccalaureate, 2020. p. 77.