

Academic Integrity Policy

At the ISM, we believe that the concept of academic integrity is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment as embodied in the IB Learner Profile attributes. We believe that a program of learning which encourages a discipline of academic integrity and the prevention of academic dishonesty through good practice is preferable to one that merely punishes for academic dishonesty.

We expect that all members of the school community, students, parents, teachers and the board will uphold this policy in all academic matters.

Procedure/Implementation

Academic integrity may include but is not limited to:

- the use of good practice for documenting the sources used; the school requires that students use the format provided by the Modern Language Association (MLA 8), www.mla.org/style;
- understanding the concept of intellectual property and authentic authorship;
- the use of footnotes or endnotes to identify ideas used in assessment that were a result of a discussion or other observation ie: ideas used that are not from a printed or electronic source;
- provision of opportunities for students that genuinely allow them to produce their own work rather than copying the works of others;
- provision of appropriate assessment structures that allow students to demonstrate their progress and show that the work being completed is authentic;
- provision of sound advice on the honest and accurate acknowledgement of sources even where there is uncertainty;
- provision for students to reflect on their work.

Academic dishonesty may include but is not limited to:

Academic dishonesty will not be tolerated at the International School Mainfranken. The definitions below reflect the most common types of academic dishonesty, however, there may be instances in which academic dishonesty is observed by administrators, and teachers that are not listed below. The ISM administration and teachers reserve the right to add/alter this list without prior notice.

1. Cheating on Tests – Any intentional giving of or use of external assistance relating to an examination, test, or quiz, without express permission of the teacher. This includes

looking on another student's examination, test, quiz, or paper, sharing answers, or copying another student's paper.

2. Fabrication – Any intentional falsification or invention of data citation, or other authority in an academic exercise.
3. Unauthorized Collaboration/Collusion – While collaboration is often encouraged, unauthorized collaboration is not permitted.
4. Plagiarism – Any intentional representation of another's ideas, words, or work as one's own. Plagiarism includes the inappropriate or misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.
5. Alteration of Materials – Any intentional and unauthorized alteration of student, teacher, library materials.
6. Forgery – Any unauthorized signing of another person's name to school related documents.
7. Theft – Any theft of materials.
8. Transfer of Unauthorized Materials – Any giving or selling of unauthorized materials.

Consequences for Academic Dishonesty

Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken according to the International School Mainfranken Discipline policy.

Depending on the particular instance of academic dishonesty, and the severity of said instance, one or more of the following consequences may occur:

1. Referral to the Coordinator or Head of School and the parent/guardian will be contacted.
2. Assignment or test will not count.
3. Placement on probation with a contract for the remainder of the specific class.
4. Suspension from school.
5. Expulsion from school (ISM enrollment contract will be terminated, with all fees due according to original contractual dates).
6. Any instance of academic dishonesty will be recorded and documentation will be placed in student's permanent record/personal file.

The detection of academic dishonesty ultimately lies with the teacher; the teacher may use a variety of methods for detection including the use of websites that provide these services.