



INTERNATIONAL
SCHOOL
RIYADH

ACADEMIC HONESTY POLICY

Developed January 2022

Last revision October 2023

Table of Contents

1. Introduction.....	2
2. Mission and Vision	2
3. Purpose.....	3
4. Community's Responsibilities.....	3
Students.....	4
Teachers	4
Families.....	5
School.....	5
5. Academic Integrity in the continuum.....	6
6. Academic Honesty Incidents.....	7
7. Policy development and revision.....	9
8. Bibliography.....	11
9. Annex.....	12

1. Introduction

At SEK Riyadh, in accordance with the Academic Integrity Policy (IBO, Academic Integrity Policy, 2019), academic integrity is understood as a guiding principle in the educational field that consists of making the determination, as an individual, to behave in a responsible manner that inspires the trust of others. Academic integrity is the foundation of ethical conduct and decision-making in the creation of honest, original authorship, and legitimate scholarly work. Academic integrity goes beyond definition and a well-structured school policy: it must also be part of the ethical culture of our Educational Institution.

In accordance with the IB philosophy (IBO, 2013) and SEK Principles, the importance of ethical qualities, personal integrity and academic honesty is valued. All members of the educational community -students, families and teachers- are expected to commit to good academic honesty practices.

The IB's "Academic Honesty in the IB Educational Environment" guideline serves as the foundation for our internal Academic Honesty Policy. Also, the core foundation of our commitment to integrity and ethical behavior is rooted in the IB Learner Profile, particularly the attribute of being "Principled." As an IB World School, we believe that being Principled involves acting with integrity and honesty, even when faced with challenges. This principle guides our students, educators, and the entire school community in upholding the highest standards of academic honesty and ethical conduct.

2. Mission and Vision

SEK-Riyadh MISSION

At SEK International School Riyadh, members of the community are empowered to learn and grow, becoming curious and compassionate citizens of the world.

IB MISSION STATEMENT

IB mission statement is "to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect."

SEK-Riyadh VISION

Our vision is to consistently provide high-quality education to an international community of students, preparing them to become responsible and productive global citizens who actively contribute to the communities in which they live and work.

IB VISION

IB does not have an officially published vision statement. Despite its absence, the organization emphasizes that education is its primary agenda.

Based on its focus, IB considers international education as an integral component in the growth of the world. It also sees knowledge as a crucial tool for individual satisfaction. This explains its undivided attention towards maintenance of high qualities in the programs that it offers. In fact, potential students must satisfy a particular process of authorization.

3. Purpose

The goals of this document are:

- Inform the entire educational community of SEK Riyadh about the fundamental principles of academic integrity on which all the programs offered at school are based.
- Describe the rights and responsibilities of all community members.
- Establish the procedures to follow in case of detecting situations where the expected academic integrity could have been infringed.

According to the IBO (IBO, Academic Integrity Policy, 2019) the key educational reasons for taking a strong stance on academic integrity are:

Maintain equity. Assessments can only be fair if students are given equal opportunities. In addition, to be valid, they must accurately reflect student achievement. Any action that undermines this equity—whether by students engaging in misconduct or schools engaging in maladministration—puts those who have complied with the rules at a disadvantage.

Maintain trust and credibility. Confidence in academic degrees and titles is essential. When a student or a school violates the principle of academic integrity, that pact of trust with the relevant educational entities is broken.

Develop respect for others. Students that understand how knowledge is built will understand that it is acceptable to use the ideas, words, or work of others. In addition, to cite references and applying the knowledge to bring challenges or opportunities of students and teachers works.

4. Community's Responsibilities

The school community must incorporate academic honesty as an essential part of its strategy and appreciate the value it will bring to students in their learning and in their future projects.

Students

All grade levels of students are required to recognize the benefits of independent work and take ownership of their academic responsibilities. Students also receive information (and training in MYP and DP) in academic integrity and commit to:

- Respect the school's academic integrity policy.
- That their work is original, or in the case of using materials that are not their own, that these are referenced according to the systems accepted by the school.
- Respect the deadlines that the school establishes.
- Ask for help from members of staff if help or guidance is needed.
- Take responsibility for the authorship of their work.
- Understand that they are responsible for applying the principles of academic integrity.
- Students' honesty with the use of devices. For example, recording videos to students and teachers.

Students are encouraged to work together, but the final product that each candidate submits, or displays must be their own. Also, students are required to complete all assignments. To prevent unintentionally committing any violations of academic honesty, students are expected to be knowledgeable about what it means and the several forms they can take.

Teachers

SEK-Riyadh promotes the academic honesty policy and is committed to:

- Communicate to students clearly and in an age-appropriate manner:
 - Their responsibility is to create genuine individual, and group works, which are of original authorship.
 - How to properly cite or ask the permission of colleagues' sources so that the work and ideas of others are recognized.
 - How to use information technology and social media responsibly.
 - How to stick to honest and ethical practices during exams.
- Ensure equity and coherence.
- Offer a safe learning environment.
- Provide training and professional development opportunities for teachers.
- Promote the awareness of parents or legal guardians.
- Facilitate, as possible, access to various sources of information.

Students will be given access to:

- Guidance, adapted to age/level, on expected behaviors.
- Exemplars of how to correctly prepare bibliographical references.
- The faculty and the librarian, who will guide them in aspects in which they have

difficulties.

- Examples of good exam practices, as opposed to other examples of misreferences and unacceptable practice.
- Workshops adapted to the age and needs of each program.

This Academic Honesty Policy will be introduced to students at the beginning of each school year by the PYP coordinator, grade teachers for PYP, and exhibition mentors; the MYP coordinator and the personal project coordinator for the MYP; and the DP coordinator, the extended essay coordinator, and the CAS coordinator for the DP.

All grade levels will have opportunities for students to learn about and practice applying other people's ideas, and teachers will offer helpful criticism to aid students in their learning. Teachers will do this by giving pupils precise and unambiguous expectations for work completion.

Teachers are urged to monitor group work and design assessments that highlight individual contributions to the project, such as peer assessment, tracking the activities completed by each group member, etc., to prevent the occurrence of collusion.

All educators and staff members are required to cite their sources correctly. Although SEK Riyadh does not mandate a particular system to teachers for their work, SEK Riyadh teachers will adopt the APA (American Psychological Association) referencing style when instructing pupils. The use of online tools to help members of the school community with citations is allowed and taught if necessary (tools such as "[Cite this for me](#)")

Families

Parents and legal guardians must be familiar with and respect the academic honesty policy. They agree to:

- Know and respect the academic honesty policy and its consequences.
- Encourage their children to consult with teachers and other members of staff about the delivery of tasks and the correct appointment.
- Be an example of integrity and honesty.

School

- The Academic Honesty Policy must be created and updated by the school, through the School Principal, the pedagogical leadership team, the librarian(s), the program coordinator, selected teachers, and other pertinent stakeholders. All the procedures and penalties outlined in it must be applied fairly and consistently by the institution.

The school will host age-appropriate reference seminars. The school is required to provide teachers and librarians with adequate and focused professional development in addition to hosting workshops for students, and to promote stakeholders' awareness of the value of academic honesty among all members of the school community.

5. Academic Integrity in the continuum

Expected behaviors.

Students are expected to behave as indicated below according to their age:

Primary School Program – Early Years

- Begin to understand the concept of intellectual property.
- Give credit to the ideas, words, and images of others.
- Name books and web pages.
- Do their own work, without manipulating other students.

Primary School Program

- Understand and respect the concept of intellectual property.
- Progressively introduce a greater level of detail in your citation, for example, including the name of the author and the date.
- Begin with the use of citation using APA and applications to verify the integrity of the students work (PYP5).
- Become familiar with the use of bibliographies.
- Respect the rules of behavior established by the teacher in the exams.

Middle Years Program

- Reference all sources including images, videos, infographics, etc. using APA appropriately and consistently. The role of the librarian and teachers is key in guiding MYP students in creating citations.
- Acknowledge the source (someone else's work or ideas) as they use it, in APA style, and include that source in the bibliography. This applies to direct quotes, paraphrases, and summaries.
- Provide the necessary bibliography.
- In a collaborative or group work situation, students must present the work in their own words and acknowledge the work of others.
- Respect delivery dates to avoid situations of advantage over other students.
- Respect the rules of behavior established by the teacher in the exams.

Diploma Program

- Give credit to the words and ideas of others.
- Reference all sources including images, videos, infographics, etc. using APA appropriately and consistently.
- Make intertextual references using APA correctly.
- Make a bibliography using APA correctly.
- Check that all sources cited in the text appear in the bibliography. The bibliography may not include any source that has not been cited in the body of the research paper.
- Respect the rules of behavior in the exams included both in the protocol for taking the exams of the SEK Educational Institution and in the rules for taking the exams of the different IB programs (or any other to be implemented in the future).
- Respect delivery dates to avoid situations of advantage over other students.
- In a collaborative or group work situation, students should present the work in their own words and acknowledge the work of others, showing that they understand the difference between collaboration and collusion.

6. Academic Honesty Incidents

Some of the main incidents that may occur at school are the following:

- **Plagiarism:** appropriating the work, ideas, images, information, or anything else produced by another person or technology like AI, so that it can be evaluated as one's own.
- **Collusion:** Contributing to misconduct by allowing a student to copy their work or present it as their own.
- **Copying:** Taking another student's work, with or without her consent, and presenting it as your own.
- **Examination misconduct:** communication with other candidates, failure to follow the instructions of the examination proctor, bringing unauthorized materials to an examination, or attempting to refer to such materials under examination conditions, among others.
- **Falsification of data:** creating or altering evidence or data that has not been collected properly.
- **Students who need specialized and useful support and guidance to prevent academic honesty incidents should go to their grade and subject instructors, community, and personal project coordinators for the MYP, and DP core supervisors. Teachers and administrators should follow the steps below if this occurs, regardless of the proactive directive, to maintain uniformity and justice in the application of the in-school policies.**

Academic honesty policy violations should be handled case-by-case, but they should always be addressed openly with the student and the parents and teachers involved. To make sure they

serve as the foundation for an informed amendment of the policy, they should be notified to the school principal and the academic leadership team. Every year, parent working groups will update the policies.

Academic honesty should always be carefully monitored by grade and topic teachers, community, and personal coordinators for PYP for the early years and the MYP for older grades, and DP core supervisors, and counselors who should also offer appropriate guidance where necessary.

The school will utilize plagiarism detection software; Turnitin will help examine students' written work for MYP and DP official components. Yet, during the draft phases, instructors and managers must use caution to direct the earliest potential stages.

Repeated instances of copying or cheating, even during routine tasks and exams, should be reported to the program coordinator and logged on Managebac.

If a student is suspected of violating the Academic Honesty Policy, the grade, subject teacher(s), or project supervisor will initially address the situation (s). If the violation puts the school at danger of suffering more serious repercussions, it will then be reported to the principal and academic leaders.

The seriousness of the circumstance, the presence or absence of intent, the student's age and degree of awareness, their previous academic honesty records, and other considerations will all influence the consequences for violations. At SEK Riyadh, we strongly believe in supporting and guiding students in identifying their weaknesses so that they can be more effectively able to learn from them. As such, reflection on the setback is always the first step.

Students will be encouraged to ask for assistance and direction as needed and asked to redo the assignment if necessary. For older pupils, further sanctions like canceling exams and examinations will be used. Strict consequences will be imposed in repetitive academic honesty because we should not allow the students to commit a crime such as copyright infringement.

In each situation, the MYP/DP coordinator, the additional instructors working with the student, and the families will be notified.

To ensure consistency and fairness, in a process of complaint/appeal, the student has the right to:

- Receive notification of the violation.
- Explain their point of view on the situation.

- Receive training to correct their mistakes and reorientation from the teacher of the affected subject and thus be able to redirect inappropriate behavior.
- Be accompanied by one of their parents when discussing a problem or incident, especially if the consequences are particularly serious.
- That their identity be protected within the school if the requirements of the corresponding program do not require that the infraction be reported.

Breaches in academic honesty in exam components will be treated according to the IB regulations (See IB website).

Academic Honesty subscription form

To formally acknowledge their awareness of this policy and the requirements for academic honesty, DP students and their families will be required to sign an Academic Honesty form.

Referencing Guidelines

In order to assist MYP and DP students and teachers in understanding how to properly utilize the chosen referencing systems (APA), referencing workshops should be planned for them during the academic year.

7. Policy development and revision

In January 2022, the pedagogical leadership team, academic coordinator, and school principal oversaw the creation of this policy. All employees will participate in the amendment of this policy, as specified below.

At the time of first revision of the policy, members of the Senior Leadership Team involved were:

School Principal: Iván Martínez

Head of Learning and Innovation (PYP Coordinator): Sandra Ospina

General Manager: Joan Blázquez

Director of Learning Technology: Jesús Castillo

Head of Counselling and Admissions: Julie Alonso

The policy modification process is overseen by the school principal, the pedagogical leadership team, and working groups of parents and teachers.

The updates to this policy will be written by the school principal and the pedagogical leadership team with input from IB documents, the community and personal project coordinators, the DP core supervisors, the librarian(s), and the family working groups. If the input is in line with IB

principles and the school vision, teachers will be invited for feedback on the draft, and the policy will be revised accordingly.

The policy will be reviewed annually for the first few years and either affirmed as is or changed appropriately. The updated version will be approved by the school's principal and academic leadership team before being shared with the school's community on the school website.

This Policy will be reviewed annually.

8. Bibliography

Burbidge, T. and Hamer, R. (2020). Academic Honesty in the International Baccalaureate Diploma Programme: Student, Teacher, and School Perspectives. International Baccalaureate Organization.

IBO. (2019). Academic Integrity Policy.

IBO. (2022). Ten tips for acting with integrity.

Lathrop, A., & Foss, K. (2005). Guiding Students from Cheating and Plagiarism to Honesty and Integrity. Connecticut, EEUU: Greenwood.

Sanz, J. (2015). Revista de Formación e innovación Educativa Universitaria, 8(3), 104-113. SEK, I. (2019). Reglamento de Régimen Interior

SEK International School Ciudadcampo. (2021). Academic Honesty Policy.

SEK International School Qatar. (2020). Academic Honesty Policy.

World International School of Torino. (2019). Academic Honesty Policy.

9. Annex

Ten tips for acting with integrity (IBO)

International Baccalaureate®
Baccalauréat International®
Diploma International®
Diploma International®

Ten tips for acting with integrity

- Always act with honesty and in a responsible and ethical manner—being conscious of the influence that you have on those around you can set a great example to others.**
- Don't try to gain an unfair advantage in coursework, mock examinations, or assessments by copying someone else's answers or using a mobile phone during an exam, for example.**
- Start up for what is right—alert a member of staff at your school if you suspect that someone has cheated.**
- Take responsibility for your own actions and their consequences.**
- Be mindful of maintaining academic integrity during group work/projects and keep track of what each group member is contributing.**
- Familiarize yourself with the school's rules and ensure that you understand what academic integrity means and consists of.**
- Always reference and cite the other people's work that you have used in your essays—be proud of explaining that you understood someone else's ideas and thought that they were good. Seek help if you are struggling or are not sure of expectations.**
- Learn to accept your strengths and weaknesses and do the best that you can.**
- Know how to safely collaborate and share work when using social media and digital collaborative platforms.**
- Try to overcome procrastination. Managing your time wisely will reduce stress levels, and enable work which increases the likelihood of cheating.**

© International Baccalaureate Organization 2022
International Baccalaureate® | Baccalauréat International® | Diploma International®