The purpose of this document is to provide information about the nature, the function, and the use of Academic Integrity at MGIS.

MGIS ACADEMIC INTEGRITY POLICY

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 programs of international education and rigorous assessment.

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

MGIS MISSION STATEMENT

Transforming educational communities by fostering academic excellence, positive character, and appreciation of cultures.

MGIS VISION STATEMENT

To be globally recognized as a pioneer in the advancement of comprehensive educational systems for critical language-oriented academies.

1- Philosophy

The MGIS community exemplifies a culture of trust and academic honesty at the heart of the school's mission and aligns with the IB Learner Profile. It serves as the ultimate demonstration of shared values among all school community members. It is the responsibility of students, educators, and parents to ensure that the academic integrity policy is maintained. The school firmly believes that by doing so, these values will be deeply ingrained within the community.

A. WHAT IS ACADEMIC INTEGRITY?

Academic integrity should be viewed as a framework of principles and skills that foster personal honesty and ethical conduct in teaching and learning. It is influenced by various factors such as peer influence, cultural norms, parental expectations, exemplary behavior, and instructed skills.

Authentic academic work is characterized by the student's original and distinct ideas, with proper attribution given to the contributions of others. Therefore, all assignments submitted for assessment, irrespective of their format, must reflect the student's language, expression, and thoughts entirely and authentically. Whenever the ideas or work of another individual are incorporated into a student's work, whether through direct quotation or paraphrasing, proper acknowledgment of the source(s) must be provided comprehensively and suitably.

B. ACADEMIC INTEGRITY AND THE IB PROGRAM

According to the IB Learner Profile, students are expected to demonstrate principled behavior, characterized by integrity, honesty, a profound commitment to fairness and justice, and a deep respect for the dignity and rights of individuals globally. Consequently, students must handle their academic responsibilities with integrity. Adhering to academic integrity principles further fosters equitable learning environments, ensuring all students have an equal opportunity to showcase their knowledge and competencies acquired throughout their educational journey.

2- Academic Dishonesty Incidents:

At MGIS, students are required to uphold honorable conduct in their pursuit of education. Acts such as cheating, plagiarism, and fraud are considered breaches of ethical standards and will not be tolerated.

A. CHEATING

Examples of cheating encompass, but are not confined to:

- Replicating other student's work.
- Utilizing unauthorized notes, aids, or any written materials during assessments.

- Engaging in verbal communication, copying from another student's paper, or transmitting or receiving information through signals, gestures, or deceit during assessments of any nature.
- Sharing or publishing assessments or part of assessments without formal permission.

B. PLAGIARISM

Examples of plagiarism encompass, but are not confined to:

- Claiming ownership of another individual's work, which includes replicating language, structure, programming, computer code, ideas, or thoughts without providing appropriate citation or recognition.
- Directly copying text without indicating its origin through quotation marks or acknowledging the source.
- Employing quotation marks, paraphrasing, or in-text citations in a manner that obscures authorship.
- Neglecting to attribute the source of non-verbal components (e.g., paintings, photographs, videos, etc.) incorporated into your work.
- Utilizing online language translation tools unless expressly permitted.

C. COLLUSION

Examples of collusion encompass, but are not confined to:

- Facilitating deliberate cheating or providing support for someone else to cheat.
- Granting permission for another student to copy and submit your work as their own.
- Collaborating with a peer on a student's assignment without prior approval from the teacher.
- Distributing answers from a student's assignment to friends or classmates.
- Disclosing information about assessment content or questions to other students.
- Enlisting someone else to complete assignments that are then passed off as one's work.

D. DUPLICATION OF WORK

Examples of collusion encompass, but are not confined to:
- Presenting identical work for various assessment or curriculum components.
- Neglecting to provide original work for the course, except when prearranged with the instructor.

E. MISCONDUCT

Examples of misconduct encompass, but are not confined to:

- Engagement in bullying, stealing, skipping classes, or damaging school property.
- Interrupting teachers or other students, refusing to follow instructions, or causing distractions in the classroom.
- Using swear words, making inappropriate gestures, or engaging in disrespectful behavior towards teachers or classmates.

F. FALSIFICATION/LYING

Examples of falsification/lying encompass, but are not confined to:

- Uttering or writing a false statement with the intention of deceiving.
- Forging official signatures.
- Falsely asserting the submission of work while accusing others of its loss or destruction.
- Altering grades or responses on graded papers and requesting a higher grade.

3- Responsibilities

A. STUDENTS WILL...

- Demonstrate academic integrity in every facet of their academic endeavors.
- Adequately prepare for various forms of assessments.
- Request additional assistance from teachers as required.
- Properly cite all sources in assignments.
- Responsibly utilize technology in line with school/teacher guidelines and expectations.

B. TEACHERS WILL...

- Foster, exemplify and uphold ethical standards within the school environment.
- Take into account students' time constraints and assign only essential tasks/assessments to achieve objectives.
- Inform the administration of any breaches.
- Hold discussions with individuals who contravene the Academic Integrity Policy.
- Inform the parents of the student about a breach.
- Engage in dialogue with parents and students regarding a failing grade.

C. PARENTS WILL...

- Motivate their child to uphold high standards of integrity, honesty, and personal accountability.
- Assist faculty and administration in upholding and implementing the Academic Integrity Policy.

D. THE ADMINISTRATION WILL…

- Ensure the Academic Integrity Policy is distributed to all faculty, students, and parents.
- Assist in fostering a school-wide culture that promotes adherence to the Academic Integrity Policy.
- Deliver thorough and recurrent staff training sessions regarding the Academic Integrity Policy.
- Keep precise records of violations of the Academic Integrity Policy.
- Verify consistent application of the Academic Integrity Policy across the school.
- Make the Academic Integrity Policy accessible by publishing it on the school website.

Consequences of Academic Disintegrety:

FIRST INCIDENT

- The administration and counselor will promptly be informed, and the incident will be documented in the student's permanent record.
- The teacher will reach out to the parent concerning the infraction.
- The student will face consequences commensurate with the severity of the incident.

SECOND INCIDENT

- The student will promptly be referred to the administration for disciplinary measures.
- A conference involving the student's teacher/s, social worker, parents, and student will be convened.
- The student will be ineligible to participate in any school field trips.
- Additional consequences appropriate to the violation will be determined by the school.

THIRD INCIDENT

- Parents of the student will be promptly informed.
- A conference, attended by administrators, teachers, social workers, parents, and the student, will be arranged.
- The student will be suspended from all after-school activities for the semester.
- The student's enrollment at MGIS will not be renewed for the following academic year.

5- Policy Review

Annually, the PYP Academic Integrity Policy undergoes a comprehensive review process involving teaching staff, administrators, and the PYP coordinator during professional development sessions before the commencement of the school year. Feedback and contributions from all stakeholders inform the refinement of the policy, ensuring it aligns optimally with the requirements of our school community. The Academic Integrity Policy is accessible on our school website.

Policy prepared by : Ms. Soha Zidan
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Date of Last Review: September 2024

Policy reviewed by: Ms. Elizabeth Nouri
Operations Director & School Head
Dr. Wafa Hassan & Ms. Marisa Monroe
GEE Representatives

6- References

- *IBO. (2018): From Principles into Practice.*
- *IBO Programme Standards and Practices 2014*
- *IBO-PYP Transition Guide (2018)*
- *IBO Academic Integrity (March 2023)*
- *www.ibo.org*
- *www.ibo.org/academic-integrity*