

CYGNUS INTERNATIONAL SCHOOL
SCHOOL CODE: 062222

Academic Integrity Policy



CYGNUS INTERNATIONAL SCHOOL – ACADEMIC INTEGRITY POLICY (IB DIPLOMA PROGRAMME)

“Integrity is doing the right thing even when no one is watching.” – C.S. Lewis

School Mission

Cygnus International School aims to cultivate compassionate, empathetic, knowledgeable, and balanced globally minded citizens.

Learners are encouraged to respect all individuals, irrespective of race, ethnicity, language, gender, appearance, or identity.

The school promotes environmental responsibility, ethical decision-making, and lifelong learning.

Linked to PSP: Purpose, Culture

Purpose and Philosophy

Academic integrity is central to the ethos of the IB Diploma Programme. At Cygnus International School, it reflects honesty, trust, fairness, and respect in learning and assessment.

This policy aims to:

- Promote original thought and responsible scholarship.
- Establish a consistent understanding of academic honesty among students, parents, and teachers.
- Outline clear expectations and consequences for misconduct.
- Uphold the IB’s standards of ethical behavior and integrity in all learning experiences.

This policy is developed in alignment with the IB Academic Integrity policy (2019) and the General Regulations: Diploma Programme (current edition). The school ensures that all practices reflect IB expectations regarding authenticity, student responsibility, and ethical scholarship.

Linked to PSP: Purpose, Learning, Culture

Connection with Other Policies

The Academic Integrity Policy aligns closely with the **Assessment**, **Admission**, and **Language** policies to ensure consistency across the IB framework.

It supports a school culture that values fairness, ethical behavior, and authenticity in all academic and creative work.

Linked to PSP: Culture, Learning

Definition of Academic Misconduct

Academic misconduct refers to any behavior that gives a student or others an unfair advantage. Examples include:

- **Plagiarism** – Using another’s work or ideas without proper acknowledgment.
- **Collusion** – Allowing others to copy one’s work.
- **Duplication** – Submitting the same work for multiple assessments.
- **Falsification** – Fabricating or altering data or results.
- **Exam misconduct** – Using unauthorized materials or communication.
- **Misuse of digital resources** – Tampering with files, hacking, or unethical use of technology.

Linked to PSP: Learning, Purpose

Use of Artificial Intelligence (AI) Tools

Cygnus International School recognizes that emerging technologies, including generative artificial intelligence tools, may support learning when used ethically and transparently.

Students must:

- Use AI tools only when permitted by the teacher.
- Clearly acknowledge any AI assistance in accordance with IB guidance.
- Not submit AI-generated content as their own original work.

Undisclosed or inappropriate use of AI tools constitutes academic misconduct.

Linked to PSP: Learning, Purpose, Culture

Consequences of Academic Misconduct (Internal)

The school follows a transparent and restorative approach to handling misconduct.

- **Category 1: Minor Infractions**
 - Managed by the teacher.
 - Student redoes the work with proper guidance (e.g., incomplete citation, minor copying).
- **Category 2: Serious Infractions**
 - Reported to the DP Coordinator and Head of School.
 - Written warning issued and work redone (e.g., plagiarism in Internal Assessments, unauthorized collaboration).
- **Category 3: Severe or Repeated Infractions**
 - Formal review led by the DP Coordinator and Head of School.
 - May result in disciplinary action including suspension of privileges, academic penalty, or withdrawal from DP.

All incidents are documented and communicated to parents, ensuring fairness and accountability.

Linked to PSP: Environment, Culture

Consequences of Academic Misconduct (External)

If misconduct is detected after IB submission, the school follows IB procedures. Consequences may include:

- Non-award of grade for the subject.
- Withholding of the IB Diploma.
- Disqualification from future IB assessments.

Linked to PSP: Purpose, Learning

Preventive Measures

Cygnus International School believes prevention is the best approach to integrity. Therefore:

- Students and parents attend annual **Academic Integrity Orientation Sessions**.
- Teachers conduct regular sessions on citation, referencing, and ethical research (MLA style).
- Turnitin or equivalent plagiarism detection software is used for major submissions.
- The school librarian and IT team support students in developing digital and research literacy.
- The culture of honesty and accountability is continuously reinforced through reflections, assemblies, and discussions.

Linked to PSP: Learning, Culture, Environment

Roles and Responsibilities

Pedagogical Leadership Team (PLT):

- Leads biennial review of this policy.
- Ensures consistency across school policies.
- Promotes a schoolwide culture of integrity.

DP Coordinator:

- Trains staff and students on IB expectations of academic honesty.
- Handles reported cases with fairness and documentation.
- Ensures compliance with IB academic integrity procedures.

Teachers:

- Model and teach academic integrity through daily practice.
- Use varied assessment methods to verify authenticity.
- Guide students in citation and responsible research.

Students:

- Submit original work and take full responsibility for authenticity.

Cygnus International School – IB Diploma Programme (062222)

- Use MLA citation and referencing consistently.
- Sign an annual academic honesty declaration.

Parents:

- Reinforce the value of honesty at home.
- Support the school when integrity-related issues arise.

Linked to PSP: Culture, Learning

IB Subject Group-Specific Practices

- **Group 1 & 2 (Languages):** Use authentic sources; credit all literary and linguistic references.
- **Group 3 (Individuals & Societies):** Acknowledge all data and research sources transparently.
- **Group 4 (Sciences):** Uphold data authenticity and ethics in experiments.
- **Group 5 (Mathematics):** Ensure independent analysis in explorations.
- **Group 6 (Arts):** Maintain originality and credit inspirations appropriately.

Linked to PSP: Learning, Culture

Communication of the Policy

The policy is introduced and reinforced through:

- Orientation sessions for new students and parents.
- Student and parent handbooks.
- PTA meetings, newsletters, and the school website.
- Regular class discussions, assemblies, and homeroom reflections.

These efforts embed integrity as a shared value within the Cygnus community.

Linked to PSP: Culture, Purpose

Policy Review

The policy is reviewed every two years by the Pedagogical Leadership Team and Head of School, or earlier if IB guidelines or school practices evolve.

Effective Date: October 18, 2025 ***Next Review:*** October 2027

Approved By: Head of School

Academic Honesty Contract Form

This contract outlines the expectations for academic honesty for all students enrolled in the International Baccalaureate Diploma Programme (IBDP) at Cygnus International School.

By signing this contract, I acknowledge that any breach of academic honesty may result in disciplinary action by the school and/or disqualification from the IBDP by the International Baccalaureate Organization.

1. I will always work independently on schoolwork that is required to be completed alone. I understand it is prohibited to receive unauthorized assistance on any IB work submitted for internal or external assessment.
2. I will use my own words and ideas in all IB work and will give proper recognition to original authors when their work is used. I understand that plagiarism — using the words or ideas of others, whether in whole or in part, and submitting them as my own without proper credit — is strictly forbidden.
3. I will respect the ethical requirements of tests and examinations. I understand it is prohibited to consult any unauthorized information during tests or exams and to communicate exam information or answers during or after an exam.
4. I will submit accurate information. I understand it is prohibited to falsify or fabricate data or observations in any work, including Internal Assessments, Extended Essays, or any other IB or school assessments.
5. I will submit original work for every class and assessment (both IB and school). I understand it is prohibited to submit the same original paper or project more than once for different classes or assignments.

I have read and understood this Academic Honesty Contract and the IB General Rules and Regulations (a hard copy of which has been provided). I agree to abide by the rules stated above.

Student Name: _____

Date: _____

Signature: _____

Parent/Guardian Name: _____

Date: _____

Signature: _____

IB Coordinator Name: _____

Date: _____

Signature: _____

