Ecole Sainte-Anne de Kigali

Academic Integrity Policy

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Our Guiding Principles
ESAK Missions
Welcoming children and young people from all backgrounds and origins, bearing the diverse cultural identities of the region, to enable them to experience their schooling together;

- Offer a path of development and learning of human and academic skills, addressing the body/brain/heart from 3 to 18 years old;
- To offer everyone comprehensive training, that is to say intellectual, cultural, artistic, technical and sporting;
- To animate the school as a "living place" in which everyone, children and adults, feels welcomed, recognized and valued.

IB Mission
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.

UBUNTU Values
Dignity: because all our children, whoever they are and wherever they come from, have an inalienable right to take the time to grow.

Compassion: because every existence, every life journey is crossed by failures and sufferings that require that we support and care for each other.

Harmony: because men and women are created for happiness and joy. Now harmony is nothing other than this relational and community climate that allows each and every one, with and in their differences, to access joy with and through others.

Humility: because we must all recognize that what we are today, we owe essentially to others who precede us (History), who surround us (our parents and our families)... and also recognize what we will have to give for those who are around us and those who will follow us.

Integrity because the uprightness of thought (the "True"), that of actions (the "Good") and of words (the "Good") are essential to live "in truth" with one another.

The concept of UBUNTU designates this aim: to train men and women sharing a single humanity, engaged in their community to ensure the common good of each and all, ensuring respect for themselves, others and their environments.

Purpose, Responsibilities and Objectives of the Academic Honesty Policy

Purpose of the Policy

At Sainte-Anne of Kigali, our commitment to academic integrity is deeply connected to our school's values, especially UBUNTU—emphasizing honesty, integrity, and ethical behavior both in and out of the classroom. This policy is designed to guide students in making principled decisions, taking responsibility for their learning, and acting with respect for others' ideas and knowledge.

We believe that academic integrity is at the heart of education. It's not just about avoiding dishonesty; it's about cultivating trust, discipline, and a genuine love for learning. By embracing these values, our students will not only excel academically but also grow into responsible individuals who contribute positively to society.

Alignment with IB MYP Philosophy

As an IB MYP Candidate School, we uphold the values of being principled—doing what is right even when no one is watching—and reflective, ensuring that students think deeply about their actions and take ownership of their learning. These principles form the foundation of our approach to academic integrity, encouraging students to make ethical decisions that extend beyond school and into their future.

The Role of Academic Integrity in Digital and AI-Driven Learning Environments

In today's digital world, technology and tools like artificial intelligence (AI) have transformed education, making it easier to access information and collaborate. However, with these advancements come new responsibilities. This policy provides clear guidance on how to use digital resources and AI tools ethically, ensuring that students produce original work and demonstrate true understanding. At Sainte-Anne, we are committed to helping students navigate these challenges while maintaining the highest standards of academic honesty.

Definition of Academic Integrity

Academic integrity refers to the principles of honesty, fairness, trust, respect, and responsibility in all learning and academic pursuits. At Sainte-Anne of Kigali, academic integrity underpins every aspect of education, guiding both students and staff to engage with learning in an ethical and responsible manner.

Academic Integrity in IB MYP Definition

In the context of the IB Middle Years Programme (MYP), academic integrity is a cornerstone of the learning process. It requires students to produce work that reflects their original thinking, to acknowledge the ideas and contributions of others through proper citation, and to uphold

honesty in all assessments and assignments. According to the IB Academic Integrity Policy (2019), academic integrity is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work. The MYP emphasizes *"ensuring that students and staff understand the importance of producing authentic work, avoiding plagiarism, and demonstrating integrity in their studies and actions"* . The MYP develops students as principled learners, encouraging them to demonstrate integrity in all aspects of their academic and personal lives.

Understanding Academic Malpractice
Academic malpractice is any behavior that undermines the principles of academic integrity. It includes, but is not limited to, the following:

Plagiarism
Presenting someone else's work, ideas, or expressions as one's own without proper acknowledgment. This includes copying text, images, or ideas from online sources, books, or peers.

Collusion
Unauthorized collaboration with others in preparing work intended to be submitted individually. While collaboration is encouraged in certain tasks, each student must ensure that their final submission reflects their own effort and understanding.

Duplication of Work
Submitting the same work for different assessments or subjects without permission from the teacher or proper adaptation. This includes reusing past assignments to fulfill new tasks.

Misconduct during Assessments
This includes any form of cheating or dishonesty during exams, tests, or assessments. Examples include using unauthorized materials, communicating with others, or accessing information dishonestly.

At Sainte-Anne, we emphasize the importance of students understanding these forms of malpractice, as they compromise the integrity of their learning journey. By adhering to these standards, students learn to value original thought, respect intellectual property, and engage in ethical academic practices.

Scope of the Policy
Applicability to All MYP Stakeholders
The Academic Integrity Policy applies to all members of the Sainte-Anne of Kigali community, including students, teachers, and parents. Each stakeholder plays a crucial role in fostering a culture of integrity:

- Students are expected to submit work that reflects their understanding and effort, to properly acknowledge the work of others, and to act honestly in all academic activities.
- Teachers are responsible for modeling academic integrity, ensuring that students understand the expectations, and providing support and resources to help them produce authentic work.
- Parents are encouraged to reinforce the values of honesty and integrity at home, supporting students in meeting the standards of ethical academic behavior.

Together, these stakeholders collaborate to maintain a learning environment rooted in trust, accountability, and fairness.

Academic Integrity in Digital Learning Spaces

In an increasingly digital world, the use of technology in education presents both opportunities and challenges for academic integrity. Digital learning spaces, including online assessments, research, and collaboration platforms, require students to navigate vast amounts of information ethically. At Sainte-Anne of Kigali, students are expected to:
- Acknowledge the sources of information they use in digital formats.
- Use technology responsibly, avoiding shortcuts like unauthorized assistance or copying material from the internet without attribution.
- Follow the same principles of honesty and originality in digital assessments as they would in face-to-face settings.
- Teachers will guide students on how to ethically use digital tools, ensuring that the use of technology enhances learning rather than compromises it.

AI Tools and Integrity Guidelines (Proper Use, Misuse, and Responsible Practice)

With the rise of artificial intelligence (AI) in education, it is essential that students understand how to use these tools ethically and responsibly. According to the recent IB and AI tools 2023 guidance, AI tools such as ChatGPT or AI-based research assistants must be seen as *supportive resources*, not *replacements for authentic student work*. At Sainte-Anne of Kigali, the guidelines for AI use are clear:

Proper Use- Students may use AI tools to assist with brainstorming, organizing ideas, or fact-checking, provided that their final work is a product of their own understanding and effort. AI should complement their learning, not complete tasks for them.

Misuse- Relying on AI to generate entire essays, problem solutions, or assignments without student input is considered academic malpractice. This includes using AI-generated content without acknowledging its contribution.

Responsible Practice- Students must always disclose when AI tools have been used in their work and explain the extent of its involvement. Transparency in the use of AI is essential to maintaining academic integrity.

At Sainte-Anne, we are committed to educating students on the ethical boundaries of AI use, ensuring that they develop critical thinking and independent learning skills. This aligns with the IB's 2023 position on AI, which encourages schools to teach students to "reflect on the ethical implications of AI and use it responsibly in support of their learning

The IB Learner Profile and the Academic Integrity Policy

The Academic Integrity Policy at Sainte-Anne of Kigali aligns closely with the IB Learner Profile, reflecting the core values of UBUNTU—which emphasize community, respect, and ethical behavior. Several attributes of the Learner Profile resonate strongly with our commitment to academic integrity:

- **Principled -** Students at Sainte-Anne are taught to act with integrity and honesty. They are expected to take responsibility for their actions and ensure that all academic work is their own, reflecting their values and respect for the intellectual contributions of others.
- **Caring** - UBUNTU teaches the importance of humanity and connection. In alignment with this, students are encouraged to be caring and considerate in how they engage with academic work, showing respect for the ideas, effort, and property of others, and supporting peers in maintaining honesty in their studies.
- **Reflective -** Both UBUNTU and the IB philosophy call for reflection. Students are expected to reflect on their learning, understand the ethical implications of their choices, and make conscious efforts to uphold integrity in their work.
- **Open-Minded -** The ability to appreciate diverse perspectives and acknowledge the work of others is key to academic integrity. Sainte-Anne students learn to respect different ideas and cultural contexts, demonstrating open-mindedness in their research and collaboration while giving credit where it is due.

Responsibilities

Professional Responsibilities
- The school is committed to maintaining fairness and consistency, providing a safe environment, providing professional development for teachers, promoting parent awareness, and assisting student learning.

- The school will be responsible for providing copies of this policy to the school community through staff meetings, parent meetings, school newsletter and website.
- Furthermore, it is the responsibility of the school to make sure that teachers are trained in new technology to help promote academic integrity and keep up to date on new developments in the IB's policy.
- At ESAK, staff are dedicated to guiding and supporting students in developing academic honesty, preparing them for future academic pursuits. As students progress through the MYP, they build the skills and understanding necessary to uphold integrity in their assessments and beyond.
- Teachers regularly model and reinforce appropriate research practices and proper citation methods. They ensure that all student research papers are meticulously cited and include a bibliography, adhering to academic conventions specific to their subject area.
- Subject teachers introduce and reinforce the academic conventions related to their field, providing clear guidelines on how to properly use and cite resources.
- Teachers encourage honesty and provide students with guidelines on utilizing resources ethically. They follow established procedures when addressing incidents of dishonesty.
- Expectations for academic honesty are communicated clearly to students, with specific references to the academic honesty guidelines. The consequences for breaching IB regulations are also clearly outlined.
- Approaches to Learning (ATL) skills, particularly information literacy and effective citation, are integrated into teaching practices to emphasize the importance of academic integrity.
- Opportunities for Learning: Teachers recognize the value of allowing students to make mistakes as part of their learning process, using these opportunities to teach and reinforce the principles of academic honesty.
- Teachers will conference, discuss, guide, and instruct students on the various ways in which academic misconduct can occur and the ways in which students can collaborate, work independently and represent their work honestly and accurately in these situations.
- Teachers will be responsible for introducing the academic policy to the students in an age appropriate manner.

Student Responsibilities
- Students must ensure that all submitted work reflects their own understanding and effort, whether in written assignments, exams, or collaborative tasks.
- Students are expected to acknowledge the contributions of others through appropriate citation of all sources, including digital and AI-based tools.
- Students must use digital resources, including AI, in a way that enhances their learning without compromising integrity. AI tools should be used transparently, and their role in completing tasks must be clearly disclosed.

- It is the student's responsibility to avoid all forms of academic dishonesty, including plagiarism, collusion, duplication of work, and misconduct during assessments. Students must seek clarification from teachers if they are unsure about academic expectations or practices.

Role of Parents and Guardians
- Parents should foster a home environment that values honesty, respect for intellectual property, and ethical behavior in academic pursuits.
- Parents are encouraged to help students manage their time and workload responsibly, without resorting to shortcuts or malpractice. This includes offering guidance on responsible technology use and balancing academic and personal commitments.
- Parents should maintain open communication with teachers and administrators, raising any concerns related to academic integrity and ensuring their children understand the importance of producing original work.

Conventions for Citing and Acknowledging Original Authorship

The MYP program at ESAK utilizes MLA formatting conventions to appropriately cite sources. Students are introduced to Modern Language Association (MLA) formatting in year 2 of the program (7th grade), and the use of these conventions is spiraled through the curriculum in years 2-5. Students at ESAK should follow the conventions outlined below when citing and acknowledging sources in their academic work

Examples of MLA Citing and Acknowledging Original Authorship

a. **Print Book:**

- **In-Text Citation:** (Author's Last Name Page Number)
  Example: (Lee 45)

- **Bibliography Entry:** Author's Last Name, Author's First Name. *Title of Book*. Publisher, Year of Publication.
  Example: Lee, Harper. *To Kill a Mockingbird*. J.B. Lippincott & Co., 1960.

b. **Journal Article:**

- **In-Text Citation:** (Author's Last Name Page Number)
  Example: (Smith 48)

- **Bibliography Entry:** Author's Last Name, Author's First Name. "Title of Article." *Title of Journal*, vol. Volume Number, no. Issue Number, Year, pp. Page Range.
  Example: Smith, John. "The Effects of Climate Change on Biodiversity." *Environmental Science*, vol. 25, no. 3, 2022, pp. 45-60.

    c. Web Article (Author Included):

- **In-Text Citation:** (Author's Last Name Page Number)
  Example: (Johnson 34)

- **Bibliography Entry:** Author's Last Name, Author's First Name. "Title of Article." *Title of Website*, Publisher/Sponsor, Publication Date, URL.
  Example: Johnson, Jane. "The Impact of Social Media on Society." *Social Media Today*, Marketing Solutions Inc., 15 Oct. 2022,
  https://www.socialmediatoday.com/article/impact-social-media-society.

    d. Web Article (Author Not Included):

- **In-Text Citation:** ("Title of Article" Page Number)
  Example: ("The Benefits of Regular Exercise" 23)

- **Bibliography Entry:** "Title of Article." *Title of Website*, Publisher/Sponsor, Publication Date, URL.
  Example: "The Benefits of Regular Exercise." *Health and Wellness Today*, Fitness Solutions Inc., 10 May 2022,
  https://www.healthandwellnesstoday.com/article/benefits-regular-exercise.

Ways of Promoting Academic Integrity
Teaching and Learning
Practices to Support Integrity: At Sainte-Anne of Kigali, promoting academic integrity starts in the classroom. Teachers will actively encourage ethical behavior by incorporating it into their teaching methods.

Clear Guidance on Research and Citation: Teachers regularly show students how to conduct proper research, use sources responsibly, and cite references using MLA or APA formats. They make sure students understand the importance of avoiding plagiarism by paraphrasing and crediting sources properly.

Embedding Integrity into Lessons: Across all subjects, teachers talk about academic honesty. Whether it's during a project or an essay, students are reminded of the value of original thought and ethical decision-making. Integrity becomes a natural part of the learning process.

Gradual Learning Process: As students progress through the MYP, we gradually reduce the level of direct support, encouraging them to take more responsibility for their academic work. Teachers guide them every step of the way, helping them build strong, ethical work habits.

Learning from Mistakes: We believe learning from mistakes is key. Through reflective practices, students assess their own progress and think about how they can improve. Teachers provide opportunities for students to make mistakes in a safe environment, guiding them towards understanding and growth.

Role of Formative and Summative Assessments in Reinforcing Academic Honesty
Assessments play a critical role in promoting academic honesty. Here's how they contribute to upholding integrity:

Formative Assessments: These ongoing, low-pressure assessments help students practice their skills in research and citation without the stress of final grades. Formative tasks give students the chance to learn from feedback, helping them grow their understanding of academic honesty over time.

Summative Assessments: When it's time for final assessments, students are expected to apply what they've learned. Summative tasks are designed to encourage original thought, thorough research, and ethical practices. Clear instructions are provided to guide students, and consequences for dishonesty are made transparent.

Plagiarism Detection and Acceptable Similarity Index: ESAK upholds academic integrity by requiring students to submit original work with proper citations. Plagiarism, or using another's work without acknowledgment, is a serious violation. To ensure fairness and maintain scholarly standards, teachers may use plagiarism detection tools to assess originality and help students improve citation practices. An acceptable similarity index of <mark>20% or below</mark> is permitted, accounting for properly cited content and common phrases. Work exceeding this limit will be reviewed, and students may need to revise or face academic consequences. Teachers will provide guidance on ethical research and citation to foster responsible scholarship.

Workshops and Resources for Understanding Academic Integrity

We believe that students need to be well-prepared to meet the challenges of academic honesty. That's why we offer:

- Every year, students participate in workshops where we explain, in detail, what academic integrity means. They learn how to avoid plagiarism, understand the risks of collusion, and use AI tools responsibly. We also show them how to use proper citation MLA formats.
- Teachers across different subjects hold sessions throughout the year to help students understand how academic honesty applies to their specific areas of study. For example, in science, students learn about using data ethically, while in literature, they focus on proper citation in essays.
- With the rise of digital tools, we provide students with the resources they need to navigate online information responsibly. They learn how to evaluate credible sources, properly cite digital materials, and use AI tools without compromising their integrity.
- Students have access to both digital tools and printed guides that help them cite their sources correctly. These resources ensure they meet academic honesty expectations when completing their assignments.
- We also engage parents, offering them resources to understand academic integrity and its importance. This helps them support their children in developing good academic habits and ethical decision-making skills at home.

Reporting and Managing Academic Malpractice

At ESAK, academic integrity is paramount. Violations of academic integrity are taken seriously and addressed in a manner consistent with our commitment to fairness and educational development. Teachers use a range of strategies to detect academic dishonesty. The judgment is often the first step to detecting plagiarism. When academic dishonesty is suspected, teachers can use software such as *TurnItIn*, *AI checker, Google Classroom Originality Reports,* among other available software to verify student work.

Consequences

First Offense - Initial Warning and Education
For a first offense, students will receive a formal warning and be required to participate in a mandatory workshop on academic integrity. This aims to educate them on the importance of academic honesty and the correct practices for citing sources.

Second Offense - Immediate Academic Penalties
For a second offense, the student will receive a grade of zero on the affected assignment or assessment. Additionally, a meeting with the student, their parents or guardians, and a relevant administrator will be held to discuss the incident and reinforce the importance of academic integrity.

Repeated Violations - Record and Further Actions
Persistent misconduct may result in more severe actions, including a formal academic integrity review. The student may face additional penalties, such as suspension from specific activities or assessments, and the incident will be recorded in the student's academic file.

Right to Appeal
Students have the right to appeal any decisions or penalties imposed. Appeals should be submitted in writing to the academic integrity committee within five school days of receiving the decision. The committee will review the appeal and make a final determination.

Ongoing Support and Prevention
Throughout the process, students will be provided with support to understand and correct their behavior. This includes access to resources on academic integrity and opportunities to improve their understanding of ethical academic practices.

Monitoring and Reviewing the Policy
At Sainte-Anne of Kigali, maintaining academic integrity is a central part of our teaching, learning, and assessment processes. We ensure that honesty and ethical practices are emphasized not just in assignments, projects and exams, but also in the feedback students receive. This feedback helps guide them to understand and apply the principles of academic integrity as they progress through their studies, ensuring they develop the skills needed for original and authentic work.

To keep the policy relevant and effective, we will review it on an annual basis. This review process will involve input from various members of the school community, including teachers, students, parents, and administrators. Their feedback will help us identify areas that need improvement and ensure the policy reflects the current needs of our learning environment.

As technology continues to evolve, including the growing role of AI tools and other digital resources, the policy will be regularly updated to address new challenges. This will ensure that students and staff are aware of the ethical considerations that come with using these tools and are equipped to handle them responsibly. By regularly reviewing and updating the policy, ESAK remains committed to fostering a culture of academic integrity that adapts to the ever-changing educational landscape.

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