



ACADEMIC HONESTY POLICY

JV Vision Statement

To create the leaders of tomorrow who are physically, psychologically, intellectually, and ethically strong, to overcome all challenges with ease in every sphere of life.

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 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.

IB Learner Profile Integration

Students at Jain Vidyalaya School are encouraged to embody the IB Learner Profile attributes, including being inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective.

Members involved in the creation of the policy

- Pedagogical Leadership Team
- Academic Counsellor
- DP, CP, CRS Staff and Librarian

What is Academic Dishonesty?

“Academic dishonesty” refers to any unethical or deceitful behaviour by students in their academic work. These include:

1. **Plagiarism:** Using someone else's words, ideas or work without proper attribution.
2. **Cheating:** Using unauthorized materials or methods to gain an unfair advantage during exams or assignments.
3. **Fabrication:** Inventing or falsifying information or data.
4. **Collusion:** Working with others without permission when individual work is required.
5. **Misrepresentation:** Providing false information or omitting relevant information to deceive others.

6. **Duplicate Submission:** Submitting the same work for multiple assignments without permission.

Escalation Procedures for Academic Dishonesty:

1. **Warning and Counseling:** A formal warning is issued, and the student receives counseling from the Personal Counsellor available at School to reinforce the importance of academic integrity. The incident is recorded in the student's file.
2. **Parental Involvement:** Parents are notified of the misconduct, and a meeting may be arranged to discuss the violation and its consequences.
3. **Academic Penalty:** The student may receive a reduced grade, a failing grade, or a zero for the assignment or assessment involved. In cases of external assessments, the IB may be informed.
4. **Resubmission or Reassessment:** The student may be required to redo the work or take an alternate exam under supervision to demonstrate honest academic effort.
5. **Probation:** For repeated violations, the student may be placed on academic probation, limiting participation in extracurricular activities.
6. **Suspension or Expulsion:** In serious or repeated cases, the student may face suspension or permanent expulsion from the school or program.

Once the IB finds evidence suggesting a student may be involved in academic misconduct, the school must investigate. The school will need to submit statements from all parties involved and provide any relevant documents to the IB.

The official templates given below are statements which must be completed as part of an IB investigation into student academic misconduct.

Student academic misconduct (FORMS)

Coordinator statement form

http://xmltwo.ibo.org/publications/CIA/g-0-malpr-sup-1910-1/English_Coordinator_Statement_Form.pdf

Teacher statement form

http://xmltwo.ibo.org/publications/CIA/g-0-malpr-sup-1910-1/English_Teacher_Statement_Form.pdf

Invigilator statement form

http://xmltwo.ibo.org/publications/CIA/g-0-malpr-sup-1910-1/English_Invigilator_Statement_Form.pdf

Candidate statement form

http://xmltwo.ibo.org/publications/CIA/g-0-malpr-sup-1910-1/English_Candidate_Statement_Form.pdf

The practices on the use of AI as a tool.

Students should learn to recognize bias in AI-generated content and critically evaluate it—an essential skill in IB education.

Any AI-generated work used in an assessment must be clearly credited in the text and properly referenced in the bibliography.

Protocols to be followed while using AI Tools:

If students use any content from an AI tool—whether by copying, paraphrasing, or modifying an image—they must reference the AI tool in their work and include it in the **bibliography**.

The **in-text citation** should use quotation marks and follow the school's referencing style. It must include the prompt given to the AI tool and the date the content was generated. This applies to any material, including images, obtained from AI tools.

Consequences of Academic Dishonesty:

- Depending on the severity, consequences may include warnings counselling, record-keeping, re-examination conditions or in extreme cases, suspension.
- Students can be given strict warning, counselling, it will be recorded in the student profile and parents will be called to inform about the malpractice.
- In case of internal examination, students may receive a failing grade or a zero on the assignment or assessment in question.
- In case of External examination, it can be reported to IB.
- In severe cases or for repeated offenses, students may fail the entire course or even be dismissed from the IBCP program.
- Students may be placed on academic probation, which could restrict their participation in extracurricular activities.
- Suspension from school, temporary expulsion from the IBCP program, or permanent expulsion from the educational institution depends upon the seriousness of the offense.
- Students may be required to redo the assignment or assessment under strict supervision to demonstrate their academic capabilities honestly.

Training for Faculty and Students:

- Faculty training will emphasize ethical research practices, **APA* Referencing Standards**, and academic integrity.
- Students will undergo workshops to understand citation rules, research methodologies, and the consequences of academic dishonesty.

TRAINING PROGRAM COMPONENTS

Training Program Components	Faculty	Students
Academic Honesty Basics	What academic honesty is and why?	Definition and importance of academic honesty.
	Types of academic dishonesty (e.g., plagiarism, cheating, fabrication).	Overview of different forms of academic dishonesty (e.g., plagiarism, collusion, duplication of work)
IB Philosophy and Learner Profile	Holistic Education, International Mindedness, Curriculum Framework, Approaches to Learning, Service and Action, Assessment and Academic, Integrity, Educational Research and Best Practices - Overview of IB philosophy. Inquirers, Knowledgeable, Thinkers, Communicators, Open-minded, Risk takers, Balanced, Reflective - Learner Profile attributes.	Explanation of the IB philosophy. Understanding the IB Learner Profile attributes.
APA Referencing Standards	How to use APA style for citing sources. Practical exercises on citing books, articles, websites, etc. Using citation tools. - Zotero, EndNote, Mendeley.	How to use APA style for citing sources. Practical exercises on citing books, articles, websites, and other materials. Using citation tools and software.
Research Methodologies	Literature Review, Surveys and Questionnaires, Interviews, Experiments, Case Studies, Fieldwork and Observational Studies, Content Analysis, Action Research Helping students with independent research and critical thinking.	Introduction to basic research methodologies. How to conduct independent research. Encouraging critical thinking and inquiry-based learning.
Plagiarism Detection Tool	Using tools like Turnitin.com to check student work. Interpreting results and giving feedback. Grammarly, Unicheck, Plagscan, Viper.	Understanding how plagiarism detection tools like Turnitin.com work. Learning how to avoid plagiarism in their work.
Promoting Ethical Practice	Strategies to encourage honesty and integrity in students. Creating a classroom culture that values academic honesty.	Importance of ethical behaviour and academic integrity. Creating a personal commitment to academic honesty.
Handling Academic Dishonesty	Steps to identify and address dishonesty.	Students must be aware of the philosophy, IB Profile and policies.

	Working with parents and counselors when issues arise.	
Ongoing Training	Regular workshops to update faculty on best practices.	Regular workshops to reinforce knowledge about academic honesty and research skills. Special workshops for new students to ensure they understand the school's policies.
Communication Skills	Tips for discussing academic honesty with students and parents. Role-playing to practice handling dishonesty cases.	1. Examination Protocols: Familiarizing students with the rules and protocols during examinations. Understanding the consequences of violating examination protocols. 2. Role of the Librarian: Orientation on how to find information and books in the library. Importance of citing sources properly. Ongoing support from the librarian for research and referencing. 3. Responsibilities and Repercussions: Making students aware of their responsibilities regarding academic honesty. Understanding the repercussions of academic dishonesty, including counseling and disciplinary actions.
Support and Collaboration	Sharing resources and strategies with colleagues. Getting support to implement the Academic Honesty Policy effectively.	

Responsibilities:

- **School Administration:**

- ❖ The school administrators will ensure that all stakeholders are thoroughly acquainted with the IB Philosophy and Learner Profile. This will be reinforced through the school website, social media channels, and the calendar, which will actively promote these values.

- ❖ Parents, students, and teachers will receive orientation on the philosophy, IB

Profile, and policies, with ongoing reinforcement during Open Houses and PTA Meetings.

- ❖ In the event of Academic Honesty Policy violations, the school will take appropriate actions in accordance with IB standards.

- **Teachers:**

- ❖ **Emphasizing Ethics and Fair Practices:** Teachers are responsible for ensuring students understand the importance of ethics and adopting fair practices in their academic work.
- ❖ **Knowledge of Academic Honesty Guidelines:** Teachers must be familiar with the Academic Honesty Guide for schools to effectively uphold standards of integrity.
- ❖ **Promoting Proper Citation:** Teachers ensure students correctly cite sources to avoid plagiarism and uphold academic integrity.
- ❖ **Developing Personal and Professional Skills:** Teachers use Personal and Professional Skills development to help students grasp the concept of academic honesty.
- ❖ **Supervision and Examination Integrity:** During examinations, teachers diligently supervise to prevent malpractice, ensuring fairness and adherence to IB guidelines.

- **Librarian:**

- ❖ **Curating Educational Resources:** Librarians select and manage a diverse range of resources that support the IBCP curriculum, including books, databases, and digital materials tailored to students' academic needs and career-related studies.
- ❖ **Teaching Information Literacy:** Librarians instruct students in essential skills such as information retrieval, evaluation of sources, and ethical use of information, crucial for academic success and adherence to academic honesty policies.
- ❖ **Supporting Research and Extended Essays:** Librarians assist students in locating and accessing relevant resources for extended essays and career-related projects, fostering independent research skills and scholarly inquiry.
- ❖ **Collaborating with Teachers:** Librarians collaborate with educators to integrate information literacy into subject instruction, providing expertise in research methodologies and helping students develop critical thinking abilities.
- ❖ **Promoting the IB Learner Profile:** Librarians reinforce the attributes of the IB Learner Profile—such as being knowledgeable, open-minded, and reflective—through library programs, activities, and resources that encourage lifelong learning and global citizenship.

- **Students:**

- ❖ **Adherence to Academic Integrity:** Students must maintain honesty in all academic work, avoiding plagiarism and unethical practices. They should cite

sources accurately and submit their own authentic work.

- ❖ **Commitment to Learning:** Students are responsible for actively engaging in their studies, participating in class discussions, completing assignments on time, and seeking help when needed to achieve their academic goals.
- ❖ **Development of Personal and Professional Skills:** Students should actively participate in activities that develop their personal and professional skills, such as communication, research, critical thinking, and ethical decision-making.
- ❖ **Respect for Diversity and Global Citizenship:** Students should demonstrate respect for diverse perspectives, cultures, and backgrounds within the school community and beyond. They should embrace the principles of global citizenship promoted by the IBCP.
- ❖ **Preparation for Career Pathways:** Students should explore and prepare for their chosen career related studies, demonstrating initiative in acquiring relevant skills and knowledge that align with their future career aspirations.

- **Parents:**

- ❖ **Supporting Academic Goals:** Parents should encourage and support their children's academic efforts, providing a conducive environment for studying at home and assisting with time management and organization.
- ❖ **Engaging with School Activities:** Parents should actively participate in school events, parent teacher meetings, and workshops related to the IBCP curriculum to stay informed and involved in their children's educational journey.
- ❖ **Promoting Personal and Professional Development:** Parents can encourage their children to explore personal interests and career-related studies, fostering a balanced approach to learning and development of critical skills.
- ❖ **Reinforcing Values of Integrity and Ethics:** Parents should emphasize the importance of academic honesty and ethical behaviour, discussing the IB Learner Profile traits and helping their children apply these values in their academic and personal lives.
- ❖ **Supporting Well-being and Balance:** Parents should prioritize their children's well-being by encouraging a balanced lifestyle that includes sufficient rest, healthy eating habits, and physical activity, which are essential for academic success and overall happiness.

CONNECT WITH THE SCHOOL DEVICE (BYOD) POLICY:

At Jain Vidyalaya, students are required to procure a device from a limited selection that meets standardized requirements set by the school. Students are allowed to bring their own devices as per the specifications mentioned in the **BYOD policy** of the school. As per the Device policy of the School, **smartphones are not considered suitable devices** due to screen size, storage limitations, and function restrictions. Restrictions to use the device, technical support from the school,

General guidelines, and guidelines for the stakeholders and Disciplinary Steps for Misuse of Electronic Devices are as per the BYOD policy of the school.

Permitted calculators, Prohibited calculators, and use of calculators are per the BYOD policy of the school. https://edu.casio.com/download_service/download/ib/ link can be used to set the device (calculator) to the latest operating system.

The link to the **BYOD Policy** of the School:

[Device Policy - Jain Vidyalayala.docx - Google Docs](#)

All students and parents or legal guardians must review and agree to the Acceptable Use of the School Device (BYOD) Policy.

The review cycle of the policy:

The Academic Honesty Policy at Jain Vidyalaya undergoes an annual review cycle (Beginning of the academic year) to ensure it remains aligned with both IB policies and educational standards. This review process reflects current best practices, updates according to IB guidelines, and ensures the policy meets the evolving needs of both students and educators. By regularly reviewing the policy, the school maintains its integrity, relevance, and adherence to the IB philosophy, which emphasizes academic honesty, ethical practices, and the development of principled, reflective learners within the school community.

Reference:

[Academic integrity \(ibo.org\)](#)

<https://resources.ibo.org/myp/topic/Examination-information/resource/11162-38509>

https://resources.ibo.org/dp/works/dp_11162-56473?lang=en
[artificial-intelligence-questions-and-concerns-en.pdf \(ibo.org\)](#)

[Academic integrity policy \(finalsite.net\)](#)

Jain Vidyalaya website and internal document.

IB website: ibo.org

Jain Vidyalaya is a candidate school for the CP. This school is pursuing authorization as an IB World School. IB World Schools share a common philosophy- a commitment to high-quality, challenging, international education- that we believe is important for our students.*

** Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), or the Career-related Programme (CP).*

Candidate status gives no guarantee that authorization will be granted.

For further information about the IB and its programmes visit <http://www.ibo.org>. -
