



Planète Montessori
INTERNATIONAL SCHOOL

DATE	REVIEWED BY/ROLE	NEXT REVIEW DATE
Last updated: January 2024	SLT/MLT Team	July 2024

ACADEMIC INTEGRITY POLICY

The mission of Planete Montessori International School is to empower learners to take initiative, think critically, and serve as role models in a global society. PMIS strives to promote academic and personal integrity across the school, helping learners become principled in acquiring and using intellectual property, whether from printed or electronic sources and applying academic integrity to all of their education. PMIS programmes are aligned with national and international standards that require academic honesty to be embedded into the life of the school.

To uphold the values of academic integrity, PMIS is committed to fostering the values of honesty, trust, fairness, respect and responsibility starting at preschool and continuing throughout the learners' learning experience.

The PMIS community is committed to creating a safe and supportive learning environment and upholding the values of academic integrity.

Academic Integrity

Academic integrity is behaving honestly and morally in an educational setting. We believe that instilling in our children this guiding principle will create trustworthy and responsible adults. It is the foundation for ethical decision-making and behaviour in producing legitimate, authentic and honest scholarly work.

Learners must present their work showing the information and ideas gathered from clearly and correctly acknowledged sources. During tests and examinations, learners are expected to demonstrate an understanding of the lessons without attempting in any way to acquire an unfair advantage over others.

Learners may sometimes become confused during their various research projects and may use the ideas of others when they download information from the internet or use unsourced material.

Thus, PMIS faculty go to great lengths to monitor their learners' research and teach them to cite their sources. School librarian also guide the correct procedures of acknowledging the intellectual property of others through age-appropriate instruction and refer them to website links that help with citations.

Learners must accept full responsibility for the content and integrity of all their work – homework assignments, research reports and examination papers.

Rights and responsibilities

Academic integrity is the responsibility of the whole PMIS community. All stakeholders must have a common understanding of the academic integrity expectations and act as role models exhibiting honest, ethical, and responsible behaviour.

Learners

- Achieve and develop PMIS core values.
- Be aware of the consequences of malpractice and academic misconduct.
- Produce authentic and genuine individual and group work.
- Correctly attribute sources, acknowledging the work and ideas of others.
- Responsibly use information technology and social media.
- Observe and adhere to ethical and honest practices during examinations.
- Report pupil's academic misconduct and school maladministration to teachers and coordinators.
- Refrain from assisting classmates in completing their assessed work.
- Exhibit responsible behaviour, distribute tasks equally during collaborative projects and recognise the collaboration of other team members.

Parents and Legal Guardians

- Comprehend school internal policies and procedures to safeguard the authentic work of their children.
- Help their children plan a manageable workload for effective time management.
- Report any potential cases of learner misconduct or school maladministration to the school's Head of School and the Coordinators.
- Submit original authentic reports for inclusive arrangements and adverse circumstances for their children.
- Refrain from assisting their children in the completion of their work.

Developing our learners' understanding of the academic integrity:

In order to help our children to develop a good attitude towards the academic integrity:

- We encourage them to build confidence in their own work and to develop honest self-assessment skills.
- We engage in discussions about how to work collaboratively with others and how to contribute to teamwork
- We provide the appropriate tools to help them to identify and use sources, to understand what **plagiarism** is and to encourage them to recognise others' ideas.

Referencing

It is important for our children to show respect for the work of others and help a reader to distinguish our work from the work of others who have contributed. This enables them to demonstrate that they are able to use reliable sources and knows how to access them. They also need to understand how to cite (what, when etc.)

	Books	Quote	Website	Artistic
3 6 yo	<ul style="list-style-type: none"> • Book's title & Author 			Artist's name
6 9 yo	<ul style="list-style-type: none"> • Book's title • Authors • Edition • Page numbers 	<ul style="list-style-type: none"> • Name of the person • Title of the books/article 	URL Others details may be requested depending on the type of sources (article, video, blog etc...)	<ul style="list-style-type: none"> • Artist's name • Name of the masterpiece • Date
9 12 yo	<ul style="list-style-type: none"> • Book's title • Authors • Edition • Page numbers (chapters) • Date published 	<ul style="list-style-type: none"> • Name of the person • Title of the books/article • Date • Page numbers 	URL Others details may be requested depending on the type of sources (article, video, blog etc...)	<ul style="list-style-type: none"> • Artist's name • Artist's bibliography • Name of the masterpiece • Date

Learner Academic Malpractice and Misconduct

Academic malpractice is defined as deliberate or negligent behaviour that can result in the learner gaining an unfair advantage in one or more components of an assessment.

Academic misconduct includes any act that potentially threatens the integrity of examinations and assessments that happens before, during or after the completion of the assessment or examination, paper-based or on-screen. In all cases, disciplinary action will be taken against all parties involved.

Academic Misconduct Includes

Plagiarism (considered a major offence)

- Writing about concepts, not from personal experience or common knowledge.
- Using words and ideas of another person without giving that person credit.
- Accidentally plagiarising by not citing sources.

To avoid plagiarism, the learner should always cite the sources when:

- Quoting a person or source directly.
- Paraphrasing a person or source.
- Summarising or rewording someone else's ideas.

Collusion

Copying the work of another (who willingly collaborated) and attempting to pass it off as their own. In this case, both parties concerned face disciplinary action.

Duplication of work

Submitting the same paper for different classes – without the teachers' permission.

Cheating

- Copying from another learner's test and assignments.
- Allowing another learner to copy a test or assignment.
- Using unauthorised ('crib notes') materials during exams.
- Looking at another learner's paper during exams.
- Exchanging test answers – oral or written – during exams without the teacher's approval.
- The use of all unauthorised material, information or study aids.
- Any other behaviour that gains an unfair advantage for a learner or affects the results of another learner.

Consequences of Academic Misconduct

Any project or paper should be the original work of the learner. Cheating, receiving and possessing unauthorised information and giving out the information is considered a serious offence committed by all the learners involved and will be severely dealt with. All submitted essays are run through Turnitin to detect plagiarism (September 2024).

PYP and MYP learners are taught how to cite their sources and learn about the importance of academic integrity. They are expected to follow those guidelines for the rest of their academic careers.

Pupils who break the rules of the academic integrity policy will be sent to the Coordinator's/Head of School office. In severe cases, parents/carers will be notified. Consequences depend on the gravity of the rule(s) broken.

A learner caught cheating during a test will forfeit the results. If there is no change in behaviour and violations continue, a suspension may follow.

At the Middle School Level, any learner caught in a deliberate act of cheating, whether in an examination or other, will be sent to the Coordinator's/Head of School office, and severe action will be taken. Penalties tend to be progressive but repeat offenders may be asked to leave the school.

At both Primary and Middle schools, if part of a project/paper displays any form of deliberate academic misconduct, the learner will automatically receive a zero on the assignment and face severe disciplinary measures. Disciplinary Probation is automatic.

Middle school pupils who are caught committing any form of academic misconduct during a test will have the results voided; they will not be allowed to sit for a make-up exam and will be placed immediately on Disciplinary Probation. They will also be prohibited from participating in major school activities. The Disciplinary Committee will meet and decide on the appropriate measures to be taken, such as, but not limited to, expulsion from school.

Committing an act of academic misconduct in a cumulative exam (trimester, semester, etc.) will result in an automatic failure in the subject and may lead to the learner's expulsion. A graduating learner will be denied graduation as well as all other privileges.

Disciplinary Committee Members:

MYP Committee

Ms. Zakya

Mr. Anees

Mr. Ismael

Ms. Oumayma

PYP Committee

Ms. Zakya

Ms. Jacklyn

Ms. Patricia

Ms. Oumayma

Ms. Lara