ACADEMIC HONESTY POLICY

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The principle of honesty

The 2nd SLO strives to achieve high quality education and the principle of honesty is essential component. We believe it is important to cultivate in our students respect for rules of intellectual property as well as to promote honesty and confidence in relations between students and teachers. Our students are motivated to work and think independently, and they are assessed only for their authentic, academic work.

For these reasons, the school attaches a great significance to the way students are informed and instructed about the principle of academic honesty. Teachers are obliged to monitor and uncover any case involving a violation of the principle of honesty.

Students' responsibilities are:

- To work on their written and oral tasks independently, meaning:
    - independent research
    - independent process of planning
    - independent writing and presentation
- To present a list of references in the form specified by the teacher (according to the given subject) unless the teacher instructs otherwise.
- To write and sign a declaration of authenticity upon the request of the supervising teacher.

Teachers' responsibilities are as follows:

- To support and motivate students in independent intellectual endeavors.
- To advise students on the given assignment, provided that such advice is limited to:
    - suggestions concerning the sources for students' research
    - advice on the outlines of works submitted by students
    - general comments on the first draft of students' work
- To confirm that students' work submitted for assessment is the authentic work of each candidate.
- To teach students how to cite sources correctly, and how to construct a bibliography.
- To report each case of academic misconduct: in the pre-DP classes it should be reported to the pre-DP Coordinator, in the DP classes it should be reported to the DP coordinator.

Academic Misconduct

The School follows the official IB definition of academic misconduct:

"The IB organization defines academic misconduct as behavior (whether deliberate or inadvertent) that results in, or may results in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment."[1]

When the following behavior takes place, then academic misconduct has occurred:

- Plagiarism

"Plagiarism: this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgement."[2]

- Collusion

A secret agreement between two or more persons to gain unfair advantage over other students during written or oral assignments.

- Duplication of work

Copying of other students' work in order to gain advantage during written and oral assignment.

- Other unfair behaviors (a false CAS record, cheat sheets used during tests and final exams, etc.)

Prevention and detection of academic misconduct

In order to detect and prevent cases of academic misconduct:

A. Students are taught intellectual property rights as well as how to develop proper habits of authentic and independent work.
   - At the beginning of each of the pre-DP1, pre-DP2 and DP1 years, students are obliged to attend an interdisciplinary workshop on the Academic Honesty Policy
   - Teachers, in their field of knowledge, explain the rules of scientific integrity
   - The school appreciates and encourages creativity and independence
   - The pre-DP1 and pre-DP2 students attend Academic Writing course, which includes particular aspects of academic honesty

B. The school ensures that Academic Honesty Policy is readily accessible, acknowledged, and respected.
   - Relevant documents are published and accessible on the 2nd SLO's website
   - After the interdisciplinary workshop on the Academic Honesty Policy in the pre-DP1 classes, the students, have to sign a form confirming their awareness of the Academic Honesty rules

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[1] *IB Africa, Europe & Middle East Regional Conference 2014. Academic honesty – principles to practice*. October 2014.

[2] *IB Africa, Europe & Middle East Regional Conference 2014. Academic honesty – principles to practice*. October 2014.

- At each stage of the instruction teachers remind students of the academic honesty rules as well as they motivate students to adhere to them

C. The school ensures that students comply with the Academic Honesty Policy

- For the internally and externally assessed students' work there is an anti-plagiarism program offered by the school and used at a teacher's request
- If the anti-plagiarism program fails to detect academic misconduct and teachers doubt the authenticity of students' work, students are expected to clarify the situation
- Unauthentic work is dismissed and students are penalized

Penalties

- In case of first-time misconduct, a pre-DP student is obliged to meet with the pre-DP coordinator and the teacher who reported the case of academic misconduct for a disciplinary meeting during which the student is reminded of the school academic honesty policy. The student's homeroom teacher and legal guardians are informed about the situation.
- In case of a second-time violation of school academic policy by a pre-DP student and in the case of a first-time misconduct by a DP student, the student is obliged to sign a declaration of improvement in the presence of a given subject teacher and an appropriate coordinator. The additional presence of the student's parent, homeroom teacher or school's student ombudsman during this meeting is allowed at a student's request. Otherwise, the student's homeroom teacher and legal guardians are informed about the situation.

  In such a declaration the student:

  - admits to the academic misconduct
  - confirms his or her will to abide by the 2nd SLO's Academic Honesty Policy
  - confirms that she or he is aware that the another case of academic misconduct results in his or her expulsion from the school

  The student work is labeled as not completed (bz-brak zadania in Librus) and must complete the assigned work again in accordance with School Assessment Policy.
- In case of another academic misconduct the appropriate coordinator recommends to the teachers' council the student's expulsion from school. Each case is decided by the teachers' council.
- Students are aware that any attempt of academic misconduct during the final Diploma exams may result in no grade being awarded in a given subject and no Diploma being awarded.

Appendix 1: Honest use of Artificial Intelligence tools[3]

General approach

The AI tools became a constant element of the electronic environment of the modern human. It is the responsibility of the school to teach students to use it wisely and ethically. In particular, students should be instructed about when the use of artificial intelligence tools is appropriate (recommended or accepted) and when it is inappropriate, which is the form of academic misconduct. The general understanding is that inappropriate and unethical use of AI falls into the category of plagiarism as defined in this document above. There are two slight differences though. One is that instead of another person it is the AI (without proper acknowledgement) that produces part of a work provided for assessment. Second is that there is no proper tool of detection of this type of plagiarism.

Appropriate use of AI tools are:

- Gathering research material.
- Asking research questions.
- Getting examples of good essays or arguments on the given essay topic..
- Receiving feedback on his or her essay or parts of it.

Inappropriate use of AI tools are:

- Including into the work without proper acknowledgement AI-generated text, image or graph.

Students' responsibilities are:

- Proper acknowledgement of any material (text, image, graph) that is not the student's own work. "The software must be credited in the body of the text and appropriately referenced in the bibliography."[4]
- Provide to the teacher (at his or her request) proofs of parts of his work developed over a noticeable period of time.
- Explain to the teacher (at his or her request) his or her reasoning in the work and how he or she arrived at the conclusion.
- Rewrite, under supervision, when the teacher demands that, a piece of work that has been questioned.

Teachers' responsibilities are:

- Include into his or her teaching program a guidance on proper use of AI softwares and tools.

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[3] Based on: *Academic Integrity policy*. International Baccalaureate. Published October 2019, updated March 2023, February 2025.

[4] *Academic Integrity policy*. International Baccalaureate. Published October 2019, updated March 2023, February 2025. P. 54.

- Design his or her supervision of students' essays in a way that includes stages, during which the student is required to show partial results of his or her work.
- In any case of suspicion of student’s malpractice in this area make sure the at least one of following solutions were implemented:
    - student provided proofs of developing his or her work over a period of time;
    - provide student an opportunity to explain his or her work sufficiently;
    - provide the student an opportunity to rewrite parts of his or her work under school supervision (in justifiable cases a reproduced version of the work might be used for the assessment).

Academic misconduct case

AI related academic misconduct is treated as any other violation of school academic honesty policy. It is a teacher who is a judge to decide if that was the case. He or she supports his judgement using at least one of the following criterias.

- The knowledge of what the given student is capable of.
- Lack of proof that the work was developed over a period of time.
- Insufficient explanation by the student of his or her work.
- Students inability to reproduce at least parts of his or her work under supervision (it is always teachers professional decision if this criterion is applicable in the given case).