

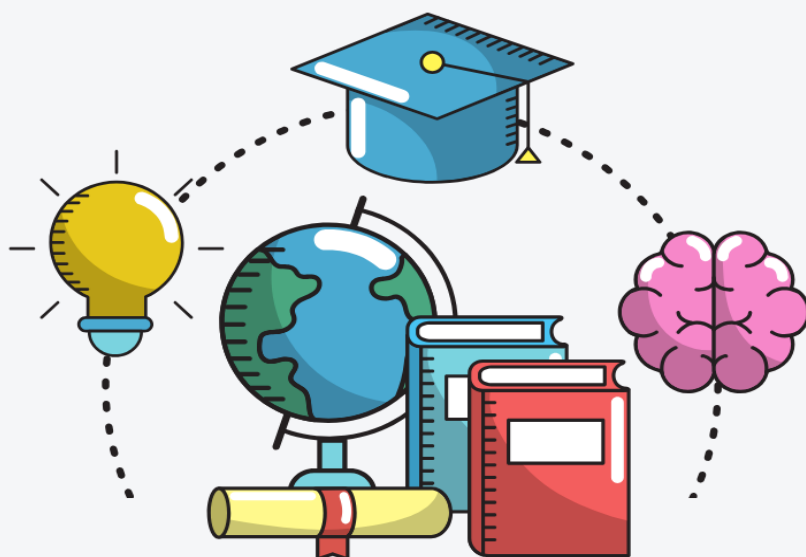


Ash Mount
School

*Learn with Purpose,
Live with Compassion,
Lead with Courage*

Academic Integrity Policy

2026/27 Academic Year



Policy Owner:	Principal and ELT
Approved by:	Principal and Board of Governors
Approved by:	Annual
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Ash Mount School Academic Integrity Policy

1.0 Purpose

At Ash Mount School, academic integrity is a fundamental principle that underpins teaching, learning, assessment and personal development. Academic integrity is a commitment to honesty, trust, fairness, respect, responsibility and courage in all aspects of learning. Students are expected to produce authentic work, acknowledge the ideas of others and act ethically in both academic and personal contexts.

This policy reflects the philosophy and expectations of the International Baccalaureate (IB), aligns with KHDA and UAE Ministry of Education requirements, and supports the Ash Mount School vision: "Learn with Purpose, Live with Compassion, Lead with Courage"

Academic integrity enables students to:

- Learn with purpose through authentic inquiry and scholarship.
- Live with compassion through respect for the work and ideas of others.
- Lead with courage by making ethical decisions and taking responsibility for their actions.

2.0 Philosophy

We believe that academic integrity is not simply about avoiding misconduct. It is about developing ethical learners who value honesty, authenticity and responsibility.

Students learn to:

- Produce original work
- Use information responsibly
- Acknowledge sources appropriately
- Collaborate ethically
- Reflect honestly on their learning
- Use technology responsibly

Academic integrity supports the development of the IB Learner Profile, particularly: **Principled; Reflective; Thinkers; Inquirers; Communicators**

3.0 Academic Integrity

Academic integrity is embedded throughout all IB programmes. Students are expected to:

- Submit authentic work
- Acknowledge all sources
- Follow assessment requirements
- Act honestly during assessments
- Respect intellectual property

All internal and external assessments must comply with IB regulations and expectations.



4.0 What academic integrity looks like

Students demonstrate academic integrity when they:

- Complete their own work
- Acknowledge sources correctly
- Cite references accurately
- Contribute fairly to group work
- Use AI tools responsibly
- Follow examination regulations
- Communicate honestly with teachers

Teachers demonstrate academic integrity when they:

- Model ethical behaviour
- Teach citation and referencing skills
- Design authentic assessments
- Provide fair and accurate feedback
- Report concerns appropriately

Parents demonstrate academic integrity when they:

- Encourage independent learning
- Support rather than complete student work
- Promote ethical use of technology
- Communicate honestly with the school

Students demonstrate academic integrity when they:



- ✓ Complete their own work
- ✓ Acknowledge sources correctly
- ✓ Cite references accurately
- ✓ Contribute fairly to group work
- ✓ Use AI tools responsibly
- ✓ Follow examination regulations
- ✓ Communicate honestly with teachers

Teachers demonstrate academic integrity when they:



- ✓ Model ethical behaviour
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- ✓ Encourage independent learning
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5.0 Academic Misconduct

Academic misconduct occurs when a student gains, or attempts to gain, an unfair advantage for themselves or another person.

5.1 Plagiarism

Presenting another person's ideas, words, images, data or work as one's own. Examples:

- Copying from books or websites
- Using information without citation
- Submitting translated material without acknowledgement
- Copying AI-generated content without declaration

5.2 Collusion

Supporting academic misconduct by another student. Examples:

- Sharing answers
- Allowing work to be copied
- Completing work for another student



5.3 Duplication of Work

Submitting the same work for multiple assessments without teacher approval.

5.4 Fabrication

Inventing or altering information. Examples:

- Creating false data
- Falsifying research findings
- Altering assessment evidence

5.5 Examination Misconduct

Examples:

- Possessing unauthorised materials
- Communicating during assessments
- Using prohibited devices
- Accessing unauthorised information

5.6 Contract Cheating

Submitting work completed by another person. Examples:

- Purchasing assignments
- Using online writing services
- Asking another person to complete work

6.0 Artificial Intelligence (AI)

Ash Mount School recognises that artificial intelligence is becoming an important tool for learning. Students may use approved AI tools only when authorised by teachers.

Students must:

- Declare when AI has been used
- Explain how AI supported the work
- Cite AI-generated content appropriately
- Demonstrate their own understanding

Students must not:

- Submit AI-generated work as their own
- Use AI during assessments unless specifically authorised
- Use AI to replace learning, thinking or reflection

Work generated wholly or substantially by AI and presented as original student work constitutes academic misconduct. This aligns with current IB guidance on the use of artificial intelligence.

7.0 Teaching Academic Integrity

Academic integrity is explicitly taught throughout the school.



Students receive age-appropriate instruction in:

- Research skills
- Referencing and citation
- Note-taking
- Ethical collaboration
- Digital citizenship
- Responsible use of AI
- Intellectual property
- Information literacy

Academic integrity is embedded within ATL Skills and inquiry learning.

8.0 Referencing

Students must acknowledge all sources used in their work. Sources include: Books; Websites; Articles; Videos; Interviews; Images; Podcasts; Artificial intelligence tools.

Teachers will provide guidance appropriate to students' age and programme requirements.

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Sources include:

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- Websites
- Articles
- Videos
- Interviews
- Images
- Podcasts
- Artificial intelligence tools

Teachers will provide guidance appropriate to students' age and programme requirements.

9.0 Responsibilities

Stakeholder	Expectation
Students	• Produce authentic work • Acknowledge sources • Follow assessment rules • Seek support when unsure • Use technology responsibly
Teachers	• Teach academic integrity explicitly • Model ethical practice • Design authentic assessments • Monitor student work



	Report concerns
School Leadership	- Promote a culture of integrity - Ensure policy implementation - Support staff training - Investigate serious concerns - Ensure compliance with IB requirements
Parents	- Encourage honesty - Support independent learning - Reinforce school expectations - Promote responsible technology use

10.0 Responding to academic misconduct

Ash Mount School adopts an educational and restorative approach wherever possible and adheres to KHDA guidelines. The IB generally encourages schools to:

1. Investigate.
2. Determine whether misconduct occurred.
3. Allow students to demonstrate learning where appropriate.
4. Apply consequences that maintain assessment validity.

With this, the following graduated sanctions are applied at AMS:

Level	Misconduct	Example	Assessment Penalty
N/A: Learning Opportunity	Poor Academic Practice	Incorrect citations, missing references, unintentional errors	Student receives feedback and must correct and resubmit. No grade penalty if corrected.
Level 1: 1 st time incident	Minor Academic Misconduct	Copying small sections without citation, inappropriate AI use, collaboration when independent work was required	- Assessment is returned ungraded. - Student completes an academic integrity reflection and resubmits. - Teacher to record on ISAMS/LMS - Parents notified by class teacher and informed of grade capping if this continues
Level 2: Repeated Incident	Formal Concern	Substantial plagiarism, submitting AI-generated work as own, copying another student's work	- Maximum achievement level capped (Grade 5). - Parent meeting required with Head of School. - Teacher to record on ISAMS/LMS
Level 3: Serious/Repeated Misconduct	Significant Academic Misconduct	Purchasing work, impersonation, examination cheating, repeated offences	- Assessment awarded zero. - Formal disciplinary process. - Possible removal from assessment opportunity and referral to senior leadership. - For IB external assessments, the case must be reported to the IB.



11.0 Assessment

Assessment practices at Ash Mount School are designed to promote authenticity and reduce opportunities for misconduct. Teachers will:

- Use formative assessment processes
- Require drafts and checkpoints
- Monitor progress over time
- Use student reflection
- Conduct academic conversations
- Design authentic inquiry-based assessments

Students may be asked to demonstrate understanding verbally if concerns arise regarding authenticity.

Appendix A: Artificial Intelligence (AI) Usage Matrix

Guiding Principle

Ash Mount School recognises that Artificial Intelligence (AI) can support learning, creativity and productivity. Students may use AI tools to enhance learning, but AI must never replace original student thinking, analysis, reflection or creativity.

All AI use must be transparent, acknowledged and aligned with the principles of academic integrity. The IB does not prohibit AI use but requires students to acknowledge any AI-generated content and ensure submitted work remains their own.

AI Traffic Light System

Use of AI	Status	Examples
Brainstorming ideas	Allowed	Generating possible research questions or project ideas
Vocabulary support	Allowed	Definitions, translations, language support
Revision support	Allowed	Practice questions, flashcards, quizzes
Study planning	Allowed	Revision schedules and study organisation
Research starting points	Allowed	Identifying possible sources for further investigation
Grammar checking	Allowed with acknowledgement	Improving sentence structure and clarity
Editing and proofreading	Allowed with acknowledgement	Suggestions for writing improvement
Generating outlines	Allowed with acknowledgement	Essay or presentation planning
Summarising information	Allowed with acknowledgement	Producing study notes from existing sources
Creating images for presentations	Allowed with acknowledgement	AI-generated visual resources
Writing complete assignments	Not Allowed	Essays, reports or reflections generated by AI
Completing assessments	Not Allowed	Any teacher-designated independent assessment
Generating analysis	Not Allowed	Evaluation, conclusions or personal reflection
Producing project reflections	Not Allowed	MYP reflections or process journals
Fabricating data	Not Allowed	Creating false survey or experimental results
Using AI during examinations	Not Allowed	Any assessment where AI has not been authorised



Teacher Responsibilities

Teachers will clearly communicate whether AI is:

- Allowed
- Allowed with acknowledgement
- Not permitted

for every major assessment task.

Authenticity Checks

Teachers may request:

- Draft versions
- Planning notes
- Research records
- Process journals
- Oral explanation of learning
- Version history from digital documents

to confirm authenticity of student work.



Appendix B: Academic Integrity Investigation Process

