



## The American International School—Duhok

# Academic Integrity Policy

Policy Number: AS04

Effective Date: November 28, 2023

### 1. Purpose:

The purpose of this Academic Integrity Policy is to promote honesty, integrity, and ethical behavior among students at the American International School—Duhok, herein after referred to as AIS or the School. The policy aims to foster a culture of academic excellence, trust, and fairness.

### 2. Definitions:

- a. *Academic Dishonesty*: Any action that compromises the integrity of academic work, including but not limited to cheating, plagiarism, unauthorized collaboration, and submitting someone else's work as one's own. This extends to the use of artificial intelligence softwares if used unethically.
- b. *Cheating*: The act of using unauthorized materials, resources, or assistance during assessments, exams, or assignments.
- c. *Plagiarism*: Presenting someone else's work, ideas, or words as one's own without proper citation or attribution.
- d. *Unauthorized Collaboration*: Working together on assignments, projects, or assessments without explicit permission from the teacher.
- e. *Academic Misconduct*: Any behavior that violates the principles of academic integrity, as determined by the school administration.

### 3. Responsibilities:

- a. **Students**: Students are responsible for upholding the principles of academic integrity. They must complete their assignments, exams, and assessments with honesty and without any form of cheating, plagiarism, or unauthorized collaboration. They should seek clarification from teachers when unsure about citing sources or collaborating with peers.
- b. **Teachers**: Teachers are responsible for educating students about academic integrity, detecting and addressing instances of academic dishonesty, and ensuring fair and unbiased evaluation of student work. They should clearly communicate expectations, provide guidance on proper citation and collaboration, and promote a supportive learning environment.
- c. **Parents/Guardians**: Parents/guardians play a crucial role in fostering academic integrity. They should encourage their children to maintain high ethical standards, support their



understanding of academic integrity, and communicate with teachers if they suspect any misconduct.

#### **4. Consequences:**

- a. Consequences for academic dishonesty may vary based on the severity of the offense, the student's grade level, and the school's discretion.
- b. Possible consequences may include, but are not limited to, the following:
  - i. Academic warning or reprimand
  - ii. Loss of credit for the assignment or assessment
  - iii. Required redo of the assignment or assessment
  - iv. Grade reduction or zero on the assignment or assessment
  - v. Parent/guardian notification
  - vi. Loss of privileges or participation in extracurricular activities
  - vii. Referral to the school administration for further action

#### **5. Reporting and Investigation:**

- a. Reporting: Students, teachers, or any member of the school community who becomes aware of a potential violation of academic integrity should report it to the teacher or school administration.
- b. Investigation: The school administration will investigate reported incidents of academic dishonesty, ensuring fairness and confidentiality throughout the process. The investigation may involve gathering evidence, speaking with involved parties, and applying appropriate consequences based on the findings.

#### **6. Education and Prevention:**

- a. The school will provide regular education and awareness programs to students, teachers, and parents/guardians on the importance of academic integrity, proper citation, and responsible collaboration.
- b. Teachers will provide clear guidelines and expectations regarding citation, collaboration, and academic integrity for each assignment or assessment.
- c. Students will receive guidance on proper citation practices, recognizing and avoiding plagiarism, and the importance of independent work.

#### **7. Review and Evaluation:**

This policy will be reviewed periodically to ensure its effectiveness and relevance. Feedback from students, parents, staff, and relevant stakeholders will be considered in the policy's evaluation and improvement.

#### **8. Authority**

This policy shall be subject to periodic review and revision to ensure its effectiveness and relevance. The ultimate authority for policy approval within the school rests with the school's governing body. This policy shall take effect upon approval by the school's governing body.



## **9. Policy Adoption**

Approved: November 28, 2023

Amended: