



RICHARDS MIDDLE SCHOOL
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Academic Integrity Policy

Purpose and Philosophy

In the MYP, the early and adolescent years are crucial to self-development, as students are in a transitional period between childhood and young adulthood. With this in mind, students may start to feel the pressure to achieve and conform. At Richards Middle School, we strive to establish skills and behavior which support being authentic and successful as a person. Academic integrity is part of being “principled”, an IB learner profile attribute where learners strive to “act with integrity and honesty” (IB Learner Profile, 2013, p. 21). At Richards Middle School, we expect students to develop the attributes of The IB Learner Profile in daily life as well as in the school setting. While focusing on the Academic Integrity Policy, we encourage our students to be:

- Inquirers: Students acquire the skills necessary to conduct inquiry and research, utilizing creativity, responsibility, and ethical decision-making
- Knowledgeable: Students explore concepts, ideas, and issues
- Principled: Students act with integrity and honesty, taking responsibility for their own actions, and producing work that is authentic and reflective of their learning and effort
- Open-minded: Students seek and evaluate varying points of view, working toward understanding of others and of learning material
- Risk-takers: Students are brave and articulate in defending their beliefs

Definition of Academic Misconduct in the MYP

The following definitions are to be used in guiding students to a clearer understanding of what is permissible and what is not.

Academic Dishonesty: Action or behavior that results in a student having an unfair advantage over his or her peers regarding any form of assessment

Academic Misconduct: Refusing to follow directions in an assessment situation, such as using electronics or AI when prohibited

Copying: Taking the work of another student, writing it verbatim, and submitting it to the teacher as your own work

Cheating: Using answers or sources to receive credit for schoolwork, such as looking at someone else's paper, copying from your notebook when you are supposed to use only your memory on a test or quiz, or copying someone else's homework

Collusion: Submitting assignments that should be completed individually but have been done by another person or persons. Collusion is supporting someone else in cheating, such as allowing someone to copy your work or you copying their work, or allowing an AI tool to write or substantially alter an assignment when independent work is expected.

Duplicating: Turning in the same work for multiple assignments

Fabrication: Using AI or AI tools to invent data, sources, or quotes for an assignment

Failure to Report: Witnessing someone cheating and not informing the teacher

Falsifying Data: While working on a lab report/science fair project, purposely changing, subtracting, or adding data so that it will result in your desired outcome

Paraphrasing: Using another person's ideas by rewording or rearranging the original words in the document without crediting the source. Citing/Acknowledging the source is expected if a student paraphrases material.

Plagiarism: Using another person's ideas or work and passing it off as your own, such as copying and pasting without citing the original source, or passing off AI-generated text, code, or ideas as your own work

Unauthorized Use: Using AI tools during tests or assignments without explicit permission from the teacher

Responsibilities Related to Academic Integrity and AI Use

Students will:

- Learn and practice the characteristics of academic integrity
- Demonstrate honesty in producing authentic work
- Practice ATL skills
- Receive a paper copy of the policy and become an active learner about the policy
- Seek guidance from teacher, coordinator, or parent if unsure of academic dishonesty
- Sign an Acknowledgement of Academic Integrity Policy, indicating understanding of the policy and awareness of the consequences of violating the policy.
- Always ask the teacher if an AI tool can be used on an assignment or test
- Cite sources, including AI tools, when using work that is not authentically your own
- Verify facts if an AI tool is used on an assignment. Students are responsible for the factual accuracy of information included in their assignment submission.

Teachers will:

- Provide students an environment conducive to producing authentic work
- Help students understand what academic honesty is and why it is important
- Help students learn definitions of academic dishonesty and how to avoid those practices
- Teach students citation and research procedures as well as what constitutes plagiarism
- Model the practice of academic honesty and promote ethical research skills
- Collaborate with other subject group teachers to reinforce basic concepts of information and media literacy
- Review the citation process and formatting
- Review Academic Integrity Policy often, especially before major tests/projects are due
- Explicitly state when AI tools are permissible for use on an assignment
- Work with students to teach them how to use AI ethically and to evaluate AI outputs

Administrators will:

- Provide a safe place for students to learn and develop inquiry skills, take appropriate risks, and learn from their mistakes
- Create an environment that promotes academic integrity and student success
- Promote a positive school culture focused on developing IB learning profile attributes
- Conduct a fair review if there is suspected unauthorized use of AI

Media-Technology Personnel will:

- Promote academic integrity
- Inform students about styles of referencing and citation methods that should be used in academic work
- Collaborate with teachers in developing responsible uses of technology, resources, and proper citations
- Work with students to teach them how to use AI ethically and to evaluate AI outputs

Parents will:

- Provide support of the academic integrity policy to enhance their student's learning
- Become informed of the expectations of students in the MYP
- Sign an Acknowledgement of Academic Integrity Policy, indicating understanding of the policy and awareness of the consequences of violating the policy.

Consequences of Violating the Policy

Violation of the Policy will be handled as follows:

1st offense

- Student receives a zero on assignment
- Student must complete a Self-Reflection Form
- Parent Contact
- IB Coordinator Contact
- Possible Academic Intervention Plan

2nd offense

- Student receives a zero on assignment
- Parent/Teacher Conference
- Referral to IB Coordinator
- IB Magnet Probation including Academic Intervention Plan

Acknowledgement of Academic Integrity Policy

Student Name (printed) _____

By signing below, I understand and agree to the Academic Integrity Policy, which I have been given a copy of and can find on Richards Middle School's website.

_____ Date _____

Student Signature

_____ Date _____

Parent Signature

Reviewed on Sep 25, 2026