# Garibaldi Secondary Academic Integrity Policy

## In support of the IB MYP and DP Programs

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## Rationale

This academic integrity policy is intended to inform students, staff and parents about the guidelines that Garibaldi Secondary School (GSS) and the International Baccalaureate (IB) programme follow to ensure that students submit authentic work.

While information and communication technology in the 21st century have made it easier for students to take shortcuts in their education, at Garibaldi Secondary School the expectation is that every student submit assignments and projects that are authentic and are a true representation of the student's academic ability while providing equitable access to learning for all students. Thus, we fully support the International Baccalaureate Organization's strong commitment to academic integrity.

## Links to learner profile

At Garibaldi Secondary School, we foster an environment of integrity and honesty. The IB framework is an **inquiry-**based model where students will be given numerous opportunities to access information in a variety of ways and from a variety of sources. As inquirers, students will conduct research with integrity.

At Garibaldi, we encourage students to participate in the global knowledge community, where they will develop into **principled** learners that contribute to and take from the community in an ethical and responsible manner. It is important for students to accurately represent where their ideas and thoughts come from. It is expected that students submit their own work in their own words. Students will develop a mindset towards **thinking** and **reflecting** on the work that they do and make **balanced** and ethical decisions.

## Definition of terms

From General Regulations Middle Years Programme (MYP) and General Regulations Diploma Programme (DP) Article 20 and General Regulations Career Programme (CP) Article 19 and MYP: Principles into Practice, 2014.

**Academic Misconduct:** Any behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. (International Baccalaureate, 2026) some example could include: falsifying a community service record, disclosure of information to and receipt of information from candidates about the content of an on-screen examination within 24 hours after the examination via any form of communication/media.

**Assistive Technology:** Technology used to support students on individualized education plans (IEP) to ensure equitable access to learning. Some examples include, but are not limited to speech-to-text, text-to-speech, etc. This is a specific technology used to support student's access to learning, not to generate or complete student work.

**Authentic authorship**: Authentic authorship is defined as a student's piece of work based on their individual and original ideas with the ideas and work of others (original authorship) and work generated by AI tools fully cited and acknowledged.

**Authenticity**: Authenticity means that testing is completed to match the situation in which students would expect to encounter problems in the real world. Inauthentic assessments remove tasks from their context, oversimplify or are clearly contrived (International Baccalaureate, 2026).

*Citing and acknowledging original authorship*. Students must use citations to ensure that the reader can clearly distinguish between their words and work (authentic authorship) and the words and work of others (original authorship) and work generated by AI tools. Students must refer to the document __Citation_Styles_Handout.docx for advice on what constitutes authentic authorship, and guidance (with examples) on the conventions for citing and acknowledging original authorship.

**Collusion**: This is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.

*Example of collusion:* Student A completes an assignment, and Student B copies Student A's answers. Both students have colluded and have not demonstrated academic integrity.

**Collaboration**: Legitimate collaboration is not the same as collusion. Collaboration is defined as working with a partner or group to achieve a common goal, which may involve delegating and sharing responsibilities by fairly negotiating and clearly determining each member's role. This may involve sharing information, listening to group members' ideas, encouraging all members to contribute, and building consensus.

*Example of legitimate collaboration:* Student A and Student B work together to perform and collect data in a scientific investigation. The students discuss the data collected and brainstorm together about errors in the process they used to collect the data and improvements that could be made in future investigations. Each student summarizes the errors and improvements in their own words in separate, individually written conclusions.

**Duplication of work:** This is defined as an instance where a student hands in a work for one subject and then submits the same/or very similar work for a different teacher or subject. This could include submitting a lab from a previous year, or perhaps submitting a project from a Design class as a Science project for electricity. Students who wish to expand on a previous project or assignment must get clear expectations and guidance from their current teacher on how to adapt or change the work to meet the specific requirement of that course. Adaptations for students with an IEP may include reduced workload which may result in some duplication of work.

**Generative Artificial intelligence (AI) tools**: deep learning models that can take raw data and generate, edit and para-phrase text, image and sound outputs when prompted (examples include but not limited to ChatGPT, Bard, Bing, DALL-E, QuillBot, Snapchat AI, Google translate etc).

**Intellectual property:** When an original idea, piece of work, art or other product (physical or digital) created belongs to the creator of that product. Acknowledgment must be provided when others use the product created and it is not theirs.

**Plagiarism**: This is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person or generative AI tools (such as ChatGPT, Bard, Bing, DALL-E, QuillBot, Google translate etc) without proper, clear and explicit acknowledgment.

## Student responsibilities

- Be familiar with what academic dishonesty is (definitions above) and the consequences of academic misconduct.
- Do not present another person/student's work as your own (copy) or allow others to copy your work - this includes assignments found online.
- Do not present AI generated text or images or any other product as your own.
- Follow standard exam rules by not communicating with others before or during an exam, including looking at a fellow student's answers or allowing your answers to be copied
- Do not bring notes into or use electronic devices during an exam unless specifically allowed by classroom teacher.
- Cite all source material using proper conventions including any AI tools (ChatGPT, Bard, Bing, DALL-E, QuillBot, Snapchat AI, Google translate etc).
- Use the resources provided on the GSS Library IB Citation Guidelines page to ensure that you cite using proper conventions.
- Respect the work of others by being familiar with and following copyright law.
- Do not engage in any act that gives you an unfair advantage over others.

## Educator responsibilities

- Be familiar with what academic integrity is (definitions above) and the consequences of academic misconduct.
- Take a restorative and educational approach on teaching academic integrity skills through explicit instruction, reteaching, conferencing, and opportunities to revise or redo work, particularly when incidents are unintentional or reflect gaps in student understanding.
- Set clear expectations for assignments and provide guidance on how to correctly cite the sources they have consulted.
- Model and discuss the ethical use of generative AI tools.
- Design assignments that encourage original thought.
- Introduce students to guidelines on proper citation – use the resources provided on the GSS Library IB Citation Guidelines page.
- Uphold high standard of ethical and professional practice as outline by the BCTF code of Ethics (British Columbia Teacher Federation, 2023). Professional conduct and competency is regulated by the Teacher Regulation Branch (British Columbia Teacher Federation, 2026).

## Parent responsibilities

- Be familiar with the academic integrity policy.
- Support their students at home.

## Measures taken to provide education and support

Students receive instruction and practice citing the sources of information they use in their work. At the beginning of Grade 8, the Garibaldi Teacher Librarian schedules time for students in the library and works collaboratively with teachers to teach students how to take notes and how to cite information sources. This instruction continues throughout their years at Garibaldi Secondary School. Instructions on citing information sources are posted clearly on the GSS Library website. The Teacher Librarian provides a review for students when they are required to cite their sources for their assignments in their various subject classes.

When working with students on Individualized Educational Plans (IEPs), acknowledging appropriate accommodations, scaffolding, scribing, modified assignments, and other individualized supports are not considered academic dishonesty when the work reflects the student's own thinking and understanding

# Consequences of academic misconduct

## MYP Students grade 8 – 10 and regular grade 11 – 12 courses.

When students do not adhere to this policy, staff will follow a pattern of progressive discipline which could include:

Initial consequences

- meeting between student and teacher to discuss academic integrity.
    - to ensure consistency and fairness, a student may bring a parent, counsellor or educator to be present in discussion of any academic dishonesty incident.
- work will be redone at a pre-arranged time and then resubmitted.
- contact with parent/guardian and/or grade administrator.

Subsequent consequences

- meeting with Head of School and documentation in student file
- Student writes a letter demonstrating a clear understanding of the importance of referencing other's work and the importance of representing oneself with honesty and integrity
- repeated acts of academic dishonesty or failure to re-do assignments to meet academic integrity requirements may result in insufficient evidence to receive credit for the assignment or course.
- exemption from school awards

## DP Students Grade 11 – 12

When students do not adhere to this policy, staff will follow a three-level pattern of progressive discipline as outlined below.

### Level One

Level One violations may include, but are not limited to:

- Copying homework
- Copying or attaining secretive information to gain an advantage on a test or quiz
- Letting another student copy one's homework
- Letting another student look at one's test or quiz
- Working with others on an assignment that was meant to be an individual assignment.
- Taking information from a source that is not properly cited.
- Making up data, or taking data from another source, for an experimental investigation.

Level One violations will be dealt with by the classroom teacher and the incident will be reported to the IB DP or CP coordinator and school administration. Consequences for Level One violations include:

- Teacher and coordinator will review the Academic Integrity Policy with the student.
- Re-do the work during a pre-arranged time and resubmit.
- Depending upon the severity of the incident, additional detention time may be served by the student.
- Parents will be contacted and will be asked to review the Academic Integrity Policy with the student.
- The incident will be recorded on the student's record.

### Level Two

Level Two incidents may include, but are not limited to:

- Two or more Level One infractions.
- Copying full papers from the internet or other publications, including google translate and other online translators or assignments from other students.
- Copying full papers or assignments from other students or answers keys from the textbook.
- indiscriminate use of generative AI tools.
- Submitting a computer program that has been developed by another.
- Any other methos of cheating during IB examinations.

Level Two incidents are serious and will be dealt with by the coordinator, administration, and potentially the malpractice branch of the IBO. Consequences for Level Two violations include:

- Students will receive a zero on any assignments or tests in question.
- Parents will be required to attend a formal meeting in response to all level two violations.
- The incident will be recorded on the student's record.
- Students may be assigned extended detention and/or suspension time.
- Students may be exempted from school awards and Grade 12 scholarships.
- Students may be removed from the IB program.

### Level Three

Level Three incidents may include, but are not limited to:

- Stealing examinations
- Altering grades on a school data base

Level Three violations are extreme and will be dealt with by the administration of the school. Consequences for Level Three violations include:

- Students will be immediately removed from the IB programme.
- Students may be asked to leave Garibaldi Secondary School.

## References

British Columbia Teacher Federation. (2023, November 03). *BCTF Code of Ethics*. Retrieved from BCTF: https://www.bctf.ca/topics/services-information/professional-conduct-and-regulation/code-of-ethics

British Columbia Teacher Federation. (2026, November 03). *Teacher Regulation Branch Investigations*. Retrieved from BCTF: https://www.bctf.ca/topics/services-information/professional-conduct-and-regulation/advice---what-to-do-if-the-professional-conduct-unit-is-investigating-you

International Baccalaureate. (2026). *Academic Integrity Policy.* Genève, Switzerland.: International Baccalaureate Organization.

*The Academic Integrity policy will be reviewed by members of the Garibaldi School community, directed by the IB coordinator(s) every 4 years or as needed.*

*Academic Integrity Policy – v.5 – Nov 2026*