



Rugby School

Academic Integrity Policy

September 2020

Rugby School Academic Integrity Policy

Responsibility and Review

The *Academic Integrity Policy* is the responsibility of the Assistant Head (Upper School) and will be reviewed annually in line with the review of all Academic Policies.

Related policies

The Academic Integrity Policy should be read with reference to:

1. The Guidelines for Life at Rugby School
2. The Student Manual
3. Discipline and Rewards Policy
4. Complaints Procedure

These can be found on the Policies page on the school website:

<https://www.rugbyschool.co.uk/about/school-policies/>

The IB Mission Statement (<https://www.ibo.org/about-the-ib/mission/>) and Learner Profile (<https://www.ibo.org/benefits/learner-profile/>) are useful reference points in understanding the context of this policy.

Purpose

The purpose of this document is to set out the ethos of academic integrity at Rugby School and the strategy by which the school's practice combines with academic practice. Establishing an understanding of the value of academic integrity is a crucial part of the Whole Person education promoted by Rugby School.

It is of vital importance that students at Rugby School are taught how to navigate the information and opinions that they have access to. They must learn how to make visible and open the means and sources by which they have constructed their ideas and views.

Definition of Academic Integrity

Academic integrity means that students only produce and submit work that is authentically their own. Where students draw on the ideas of others, they make the sources that have contributed to the development of their work visible and open. The principle of academic integrity is supported by the entire school community and is a natural part of academic study.

Rugby School's approach to academic integrity is about ensuring that students have the 'know how' and the 'know why' to make their thinking, knowledge and understanding transparent. Students must master and apply the technical aspects of academic integrity, such as accurate citation and referencing. They must also develop an understanding of how knowledge is constructed and how they might contribute to the further construction of knowledge and to building understanding.

Academic Integrity and the IB

Academic integrity must be applied to all the endeavours of Rugby School Students and Staff. However, it has explicit pertinence for students and staff involved in the IB Diploma Programme. It specifically relates to the IB Learner Profile. Students and staff are expected to be *principled* in their

approach to learning, and to strive to, “act with honesty and integrity” as they approach their academic endeavours.¹

Responsibilities of the School

The school and its leadership have a responsibility for maintaining fairness and consistency in relation to academic integrity. The school should provide a safe environment for students to learn how to apply the principle of academic integrity and to learn the technical skills necessary. The school should provide support for professional development in relation to academic integrity when necessary. The school should be clear in promoting parental awareness of the expectation of academic integrity on the part of students, staff, and parents.

Responsibility of the Diploma Programme Coordinator

The Diploma Programme Coordinator, supported by the Deputy Head (Academic) and Assistant Head (Upper School), is responsible, on behalf of the School leadership, for ensuring that the *Academic Integrity Policy* is applied fairly and consistently in relation to students taking the IB Diploma. Furthermore, in regard to the IB Diploma Programme the Diploma Programme Coordinator is responsible for:

- ensuring compliance with secure storage of confidential IB material policy and the conduct of IB examinations;
- ensuring that teachers, students and parents and legal guardians have a copy, read and understand the school’s academic integrity policy and the programme relevant IB regulations;
- ensuring that teachers, support staff, students and parents and legal guardians have a common understanding of possible consequences for those that engage in student academic misconduct and school maladministration;
- reporting suspected instances of student academic misconduct and school maladministration to the school administration and/or the IB;
- supervising all activities related to the investigation of student academic misconduct and school maladministration cases according to the school and/or IB policy;
- ensuring that students are held accountable, according to the school’s own policies, when involved in an academic misconduct incident;
- ensuring that teachers and school administrators are held accountable, according to the school’s own policies, when involved in a maladministration incident;
- immediately notifying the IB of any breach in the procedure for the secure storage of IB examination materials or the conduct of the examinations, in accordance with the procedures described in programme-relevant documents;
- supporting the IB in any investigation into possible student academic misconduct, following guidance provided by the IB;
- supporting the IB in any investigation into possible school maladministration, following guidance provided by the IB.

Responsibilities of Heads of Departments

Heads of Department are responsible for ensuring that the technical skills of academic integrity relevant to their subjects are taught to students that have opted to take those subjects. Heads of

¹ IBO, *IB learner profile in review: Report and Recommendation*, April 2013, p. 21

Department are responsible for ensuring that excellent standards of academic integrity are upheld in relation to students and staff in their departments. Heads of Department are responsible for doing all that can reasonably be expected to ensure that any work submitted as coursework for public examinations is held to the highest standard of academic integrity and that students are properly prepared with the necessary technical skills and knowledge to adhere to those standards. They are responsible for ensuring that students who do not match the expected level of academic integrity are managed as directed by the *Rugby School Guidelines, Student Manual and Discipline and Rewards Policy*.

Responsibilities of the Head of Research, Information and Library Services

The Head of Research, Information and Library services is responsible for supporting the work of Heads of Department and Teachers in developing their knowledge and understanding of Academic Integrity. In addition they are expected to support students in developing their knowledge and understanding of academic integrity while assisting in the development of their research skills. The Head of Library Services should be alert to evidence of a lack of academic integrity and alert the Diploma Programme Coordinator to any concerns.

Responsibilities of Teachers

Teachers are responsible for modelling academic integrity in their approach to teaching. They are expected to provide appropriate guidance to students in relation to academic integrity. This will include providing students with opportunities to learn how to use other people's work in support of their own in principle and in terms of technical skills. Teachers are responsible for doing all that can reasonably be expected to ensure that any work submitted by students in their class as coursework for public examinations is held to the highest standard of academic integrity and that students are properly prepared with the necessary technical skills and knowledge to adhere to those standards. They are responsible for ensuring that students who do not match the expected level of academic integrity are managed as directed by the *Rugby School Guidelines, Student Manual and Discipline and Rewards Policy*.

Responsibilities of students

Students are expected to abide by the principle of academic integrity in relation to all of their work. They are expected to produce work that is authentic in that it reflects their own endeavour and understanding. In regard to coursework for public examinations they are further expected to apply the technical skills of academic integrity, as they have been taught them, to the best of their ability. Students who do not apply the principle of academic integrity to their work should expect to be treated in accordance with the procedures set out in the *Rugby School Guidelines, Student Manual and Discipline and Rewards Policy*.

Responsibilities of parents/carers

The parents/carers of students at Rugby School are expected to adhere to the principle of academic integrity. They should support the school in requiring their son or daughter to abide by the principle of academic integrity. They must further recognise the fact that Rugby School and its staff uphold a principle of academic integrity in relation to student work. Parents should seek to help their son or daughter understand academic integrity and apply it to their work. They should encourage their son or daughter to seek help from the teaching staff if they are confused or uncertain about how to apply the principle of academic integrity in a specific situation or context.

Procedure for Investigating Academic Misconduct or Academic Maladministration

Academic Misconduct

Should a student be suspected of academic misconduct the concern must be reported by the relevant teacher or Head of Department to the Deputy Head (Academic). The concern will then be investigated. The investigation will be overseen by the Assistant head (Upper School) or the Assistant Head (Middle School). If the student is taking the IB Diploma then the investigation will be overseen by the Diploma Programme Coordinator.

Once the investigation is complete the Deputy Head (Academic) will review the evidence and make a decision on the school's response. In certain circumstances the Deputy Head (Academic) may delegate this responsibility to the Assistant head (Upper School) or the Assistant Head (Middle School), or, if the student is taking the IB Diploma, the Diploma Programme Coordinator, provided that they were not involved in the investigation. Any sanctions that are applied, and records that are kept, will be in accordance with the school's *Discipline and Rewards Policy*.

Academic Maladministration

If academic maladministration is suspected then the concern must be passed on to the Deputy Head (Academic), or if the concern relates to the Deputy Head (Academic), to the Head. The concern will then be investigated in accordance with the International Baccalaureate Diploma Programme policy or the relevant Examination Board policy. Staff accused of academic maladministration will have recourse to the *Complains Procedure*.

Rights of the Student

Any student accused of academic misconduct will have the right to have their view point heard and considered, and to provide evidence, as part of the investigation. They will further have the right to adult representation. Any student has recourse to the *Complaints Procedure*.

Authorised Compliance and Risk Committee:

Date:

23 September 2020