



# International School of Lusaka

## Academic Integrity Policy

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*International School of Lusaka: Revised August 2020*



## 1. Background Information

The International School of Lusaka offers the International Baccalaureate Primary Years Programme (IBPYP) for students from 2-11 years, the International Middle Years Curriculum (IMYC) for 11-14 years, International General Certificate of Education Programme (IGCSE) for students from 15-16 years and the International Baccalaureate Diploma Programme (IBDP) for students from 17-19 years.

Our students generally fall into the following categories: native English speaking students, students who speak English and additional languages, and beginners.

The diversity of the school is reflected in the different languages spoken at ISL. English is the main language of instruction. French and Spanish are offered as Modern Foreign Languages. Students may study their mother tongue as a self-taught language.

## 2. School Mission Statement

ISL is committed to the development of internationally-minded citizens who aspire to make the world a better place.

## 3. School Philosophy

The International School of Lusaka seeks to forge a unified and caring community which exhibits mutual respect and understanding, wherein each individual feels welcome, safe and valued as part of a greater whole. Through internationally accredited educational programmes, ISL aims to develop in all students a genuine desire to learn and the conviction that education is lifelong and open-ended. ISL does not align itself to any political or religious creed.

Our learning environment is characterized by inquiry, creativity, action and reflection. We experience interculturalism through the nurturing of attitudes and values, which permits us to appreciate our diversity. Internationalism at ISL recognizes differences and embraces what we have in common, for the benefit of all.

## 4. School Aims

- 4.1 To provide a holistic educational programme which supports the development of each student in a safe and inclusive environment.
- 4.2 To ensure purposeful and engaging learning experiences, which foster a genuine desire to continually learn about ourselves, others, and the world around us.
- 4.3 To develop the habits of mind necessary for independent, creative and critical thinking, and effective communication.
- 4.4 To nurture an appreciation for self and others within the diverse ISL community and beyond.
- 4.5 To provide opportunities, which develop an awareness of individual, community and global rights and responsibilities.

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## Academic Integrity

“Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.”

*(Academic Integrity, IBO, Oct 2019)*

## Academic Integrity at ISL

The principle of academic honesty should be viewed positively by students and become a natural part of their academic study. This is not a study skill that is confined to the completion of the IB Diploma Programme; it should remain with IB students throughout higher education and beyond. As an IB World School, ISL’s policy promoting Academic integrity closely follow the IB publications, Academic Integrity in the IB (an IB Position Paper).

In developing and enforcing this policy, we encourage our students to be:

- ✓ Inquirers – who acquire the skills necessary to conduct inquiry and research
- ✓ Knowledgeable – who explore concepts, ideas and issues
- ✓ Principled – who act with integrity and honesty, take responsibility for their own actions
- ✓ Open-minded – who are accustomed to seeking and evaluating a range of points of view
- ✓ Risk takers – who are brave and articulate in defending their beliefs
- ✓ Communicators – who are clear in explaining which parts of their assignments are from other sources

## Intellectual Property

Under international law, creations of the mind, such as inventions, literary and artistic works, webpages, symbols, names, images and designs are properties of the author, artist, designer or corporation that first produced them. They have rights to the work, and no-one else may claim it as their own. These rights may have form in law, such as copyright, patents or trademarks, but even intellectual property not covered by these conventions must be recognised. Additionally, downloading music illegally or using peer websites may infringe an artist’s intellectual property rights.

## Common knowledge

Common knowledge does not need to be cited, but be sure that what you are using really is common knowledge.

- Easily observed – the sky is blue, but not a detailed explanation of why the sky is blue.
- Commonly reported facts – George Washington was the first president of the United States.
- Common sayings such as proverbs – “Waste not, want not;” “Look before you leap.”

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## 1. Responsibilities

All involved parties have a responsibility to ensure that students' work has academic integrity. This includes Head of School, Principals, IB Coordinators, teachers, students and parents.

### Role of Head of School/ Principals

- Establish and ensure the implementation of an academic honesty policy.
- Provide teachers with effective training opportunities.
- Ensure teachers and students adhere to the school's academic honesty policy.
- Share with legal guardians the aim of the academic honesty policy.
- Ensure everybody understands academic honesty and consequences for IB students if they engage in academic misconduct.

### Role of IB Coordinators

- Ensure that the school's academic honesty policy is aligned with IB expectations and undergoes a periodic review.
- Ensure that teachers, candidates and legal guardians are aware of IB requirements concerning academic honesty.
- Agree with IB teachers an internal calendar of all due dates for the receipt/submission of candidates' assessment material.
- Ensure candidates and invigilators are provided with relevant information about examination regulations.

### Role of Teachers

- Ensure attendance to a workshop to develop skills on citation and referencing styles with librarian
- Implement and remind students about academic integrity during lessons
- Understand and use plagscan
- Set clear expectations for assignments and provide guidance to candidates on how to correctly cite the sources they have consulted.
- Discuss the benefits of submitting assignments that are correctly referenced.
- Devote time to teach and practice these skills – making them “second nature”.
- Be a role model - make sure all shared materials (handouts, presentations etc.) are correctly referenced.
- Design assignments that do not lend themselves to academic misconduct.

Teachers have a duty to help students avoid collusion and plagiarism. They will use various methods to check the accuracy of student work and citations/references. They will:

- ask students to sign an [authenticity form](#) concerning responsible and acceptable use of research materials (see the appendices for details)
- ask students to hand in notes or first drafts as well as the final submission
- require students to complete a detailed plan or first draft in a lesson
- remind students to discuss sources and references
- discuss with students the content of their work

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## Role of Students

Students are ultimately responsible for ensuring that all work submitted is authentic. They must seek teachers' help at the earliest opportunity if they are having difficulties in any area and they must learn how to cite, reference and write bibliographies.

### ▣ Primary students

- Reception: Recognize ownership of information materials. Students must realise and understand that authors exist.
- Year 1: Understand ownership of their own piece of work and that of others.
- Year 2: Identify ownership of books. Students should be able to identify the author and title of the book.
- Year 3: Students should be able to identify ownership and write down the name of the author, the title of the book and Year of Publication. Introduction of basic MLA citation rules for print books. e.g. Bash, Barbara. Desert giant. 1999.
- Year 4: Students should be able to write a list of resources used for research using author, title and date of publication. (MLA rules)
- Year 5: Students should be able to write a list of resources used for research using author, title, name of publisher and date of publication. (MLA rules)
- Year 6: Students should be able to write a list of resources used for research using author, title, city of publication, name of publisher and date of publication (MLA rules) as well as be able to cite from websites and Youtube using the following elements: Author's name, title of article or page, Title of Website, Name of Publisher, Date of Publication, URL.
- Students are required to sign an ICT and WIFI agreement. ( Appendix 1 and 2 )

### ▣ Middle School (Year 7-Year 9)

Students attend library sessions twice a month with the secondary librarian. Students are taught how to use citation styles (MLA and Chicago). Students will learn and understand:

- the principles of Intellectual Freedom in one's own community
- how to avoid plagiarism and cite sources properly, make copies and incorporate text and images only with appropriate clearance when creating information products.
- the need to follow all school guidelines related to the use of computing and communication hardware, software and networks when resolving information problems or questions.
- how to analyze situations and also respect intellectual rights (e.g. multimedia product websites)
- how to cite and reference various kinds of resources both print and non-print using MLA and Chicago styles.
- Students are required to sign an ICT and WIFI agreement. ( Appendix 1 and 2 )

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## ❑ High School (Year 10-Year 13)

Students attend a workshop on citing and referencing styles with the secondary librarian to recognise and understand:

- how to make proper reference and recognition of intellectual rights and reference/bibliography for books and online publications.
- how to use the two citation styles and implement the style they feel is better and appropriate. They can choose between MLA (8th ed.) with In-Text citations and Chicago with footnotes/endnotes.
- Students are required to sign ICT and WIFI agreement forms. ( Appendix 1 and 2 )

### Role of Parents

Parents are made aware of the academic integrity policy during Open House meetings at the beginning of the academic year and are encouraged to guide their children against malpractice.

### 2. Academic misconduct

According to the IB, academic misconduct is any behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment.

Academic misconduct of any of the forms (listed below) affect internal scores and external results.

- *Bringing unauthorized material to examination centers*
- *Stealing examination materials*
- *Disruptive behaviour during examination or cheating*
- *Disclosure of information about the content of an examination paper within 24 hours after a written examination*
- *Copying ( homework or examination answers)*
- *Falsification of data*
- *Collusion (knowingly supporting the malpractice activities of another candidate, as in allowing one's work to be copied or submitted for assessment by another. Duplication of work, which is the presentation of the same work for different assessment components and/or Diploma Program requirements)*
- *Plagiarism (this is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment)*

### Academic Infringement

Sometimes a student may submit a piece of work which does not follow the standard academic practice of clearly acknowledging all ideas and words of other persons without having made a deliberate attempt to gain an unfair advantage. For example, where a student has not used some means of indicating a quotation, but has cited the source of the text in the bibliography or in a footnote. In this case it is considered as academic infringement and not malpractice which means the student may still be awarded a grade for their work. However this is best avoided.

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## *Paraphrasing*

Students need to cite even when paraphrasing. The material being used is still someone else's idea and requires acknowledgement.

The most important reason to refrain from academic misconduct is that it robs students of the educational experiences involved in research, thinking, and writing. One of the main purposes of higher education is to learn to do research, to help expand thought processes, to improve writing skills, and to learn to prepare presentations.

### **3. Investigation**

Teachers will use plagscan to authenticate student work and report any academic misconduct to the Curriculum Coordinators. A meeting will be set up with concerned stakeholders to investigate and follow up on the issue.

### **4. Sanctions**

Collusion and plagiarism are regarded as serious offences in every academic and professional environment and can result in serious consequences. At ISL, examples of these consequences are:

- teacher will discuss the issue with the student and they may be required to re-submit the work
- student may lose the right to use the internet for a period of time
- student may get reduced or zero marks for an assignment
- a conduct memo may be sent to student
- the IB Diploma or Certificate may be withdrawn

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Note: Parts of this document itself are a modification of several policies currently used in schools from around the world and the IB. ISL would like to acknowledge the contributions of the following: IB, UK; YIS, Japan; Troy High School, USA; BCIS, China; NIST, Bangkok; ISD, Bangladesh; ASIJ, Japan.

Sources of policy content: IB, Harare International School, Dar es Salaam International Academy (DIA), International German School, Plymouth College, Brighter Horizons Academy

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## APPENDIX 1

### Student User's Agreement: Computers, Internet and WiFi

The International School of Lusaka recognises the value of technology as a powerful learning tool. This tool is available to all students from Nursery to Year 13 to be used as a resource for classwork, research and the development of ICT key skills. In order to prevent the misuse of ICT facilities (including computers, peripherals, programs, the WiFi and the Internet), ISL has set up guidelines for technology use.

Parents and students must review the contents of this agreement. Once students and parents have signed the consent form below, the student may be given access to ISL computers and/or the ICT/WiFi/Internet system.

As an ICT/technology/computer/personal device user, I agree to the following rules:

1. I will only use the School ICT facilities under the supervision, direction or permission of teachers and staff.
2. I will not damage or modify School technology equipment, computers or the network.
3. I will not share personal information with another person without permission from the teacher, parent or guardian.
4. I will not share my password with others or use another person's password.
5. I will not copy another student's work or trespass into another person's documents/folder/files.
6. I will not access files or programs on the network that are not for my specific educational use.
7. I will not install legal or pirated software on School computers or the network.
8. I will not access or store inappropriate material on School computers or the network.
9. I will not introduce a virus that may destroy files or disrupt service to other users.
10. I will not download unauthorised material and store it on the School network or computers.
11. I will not send or display offensive images or messages or use obscene language online.
12. I will not harass, insult or attack others via School computers or the network.
13. I will not violate copyright laws by using material from the internet and others and will document all cited sources.
14. I will not copy any material not related to schoolwork onto a flash drive or external hard drive.
15. I will not employ the network for commercial purposes, politics, gaming, financial gain or fraud.
16. I understand that any loss or damage to technology equipment or data caused by my irresponsible behaviour will result in a fine equivalent to the replacement cost of the equipment.

Computer User and Wireless (WiFi) Acceptable Use Agreement



Failure to comply with any or all of these guidelines may range from the revoking of any or all computer privileges and may result in other disciplinary action including suspension or expulsion.

First Offence: The incident will result in a verbal warning, a record of the verbal warning will be saved in the student's file, and the parents will be informed, explaining the case and the consequences of any further misuse.

Second Offence: The student shall be suspended from the School network and will lose all computer/access privileges for one week, a record of the incident will be saved in the student's file, and the parents will be informed, explaining the case and the consequences of any further misuse.

Third Offence: The student shall have an in-school suspension for one day and lose all computer/access privileges for one month, a record of the incident will be saved in the student's file, and the parents will meet with School administrators to discuss the case and the consequences of any further misuse.

Fourth Offence: The student shall have an out-of-school suspension of up to three days and lose all computer/access privileges for a minimum of one Term, a record of the incident will be saved in the student's file, and the parents will meet with School administrators to discuss the case and the consequences of any further misuse.

All offences will also require the student to meet with teachers or counselors to discuss the issue and develop a plan of action to support appropriate behaviour and use of technology in the future.

NB.: Depending on the severity of the incident, other school rules may take precedent regarding suspension and expulsion from the School.

#### Required Consent

##### Student

I have read these expectations and fully understand its contents. I understand that my behaviour and/or conduct are applicable to all aspects of technology use/access in and around ISL.

Student Name: ..... Date: .....

Signature: .....

##### Parent/Guardian

I have read these expectations and fully understand its contents. I understand that my child's behaviour and/or conduct are applicable to all aspects of technology use/access in and around ISL.

Parent/Guardian Name: ..... Telephone: .....

Email Address: ..... Date: .....

Signature: .....

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APPENDIX 2



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## ISL Wireless (WiFi) Acceptable Use Agreement for Personal Devices

The following agreement is meant to provide students and parents with guidance for access via personal electronic devices to the internet through the Schools' wireless (WiFi) system. The word "electronic devices" will include but is not limited to laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets, gaming devices with internet access, etc.

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the school community are fully aware of the School's boundaries and requirements when using the school WiFi systems. The School will take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. However, the School will not be liable for any damages or claims of any kind arising from the use of the wireless service. The School takes no responsibility for the damage, security, safety, theft, insurance and ownership of any device used within the School premises that is not the property of the School.

Users should strive to maintain appropriate bandwidth for school-related work and communications. The International School of Lusaka does not guarantee connectivity or the quality of the connection with personal devices. ISL Technical department is not responsible for maintaining or troubleshooting student tech devices.

I understand that the School owned information systems, including WiFi, must be used lawfully, and that:

1. the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation. I will take all practical steps necessary to make sure that any equipment connected to the schools service is adequately secure (such as up-to-date anti-virus software, systems updates).
2. the School's WiFi is not secure, and the school cannot guarantee the safety of traffic across it. Use of the School's WiFi is done at my own risk. By using the WiFi, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. For that reason, I expressly agree that I knowingly assume such risk, and further agree to hold the School harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorised use or access into my computer or device.
3. the School accepts no responsibility for any software downloaded and /or installed, email opened, or sites accessed via the School's WiFi connection to the Internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other Internet-borne programs is my sole responsibility; and I indemnify and hold harmless the School from any such damage.
4. I will respect system security and I will not disclose any password or security information that is given to me. I will not leave any information system unattended without first logging out or locking my login as appropriate.
5. I will not attempt to bypass any of the School's security and filtering systems or download any unauthorised software or applications.



6. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the School into disrepute.
7. I understand that my use of the School's WiFi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the School suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the School may terminate or restrict my usage.

Students and Parents/Guardians acknowledge that:

- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom.
- During academic timings, devices must be off or on silent mode unless otherwise allowed by a teacher.
- During academic timings, headphones/earphones may only be used with teacher permission.
- During academic timings, devices may not be used for non-instructional purposes (personal phone calls or texting).
- Devices may only be used to access computer files or internet sites which are relevant to the classroom curriculum.
- The International School of Lusaka is authorized to collect and examine any personal device that is suspected of being improperly used or causing technology problems or was the source of an attack or virus infection.
  - It is not allowed to bring a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
  - It is not allowed to process or access information on school property related to hacking (altering/bypassing) network security policies.

I understand and will abide by the above guidelines. I further understand that any violation may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Please note: Consequences for non-compliance to this agreement can be found in computer-internet user agreement.

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