

# ACADEMIC INTEGRITY POLICY OF ŠIAULIAI DIDŽDVARIS GYMNASIUM

## I. GENERAL PROVISIONS

The Academic Integrity Policy of Siauliai Didzdvaris Gymnasium is guided by the vision of the gymnasium: Didzdvaris Gymnasium is open to change, innovation, modern, continuously learning organization, which develops cooperation, creativity and other general competencies, implements the International Baccalaureate Diploma Programme, and seeks to implement the International Baccalaureate Middle Year Programme (MYP). The mission of the gymnasium, the development of values and skills that promote personal integrity, determines good practices in teaching, learning and assessment. However, academic integrity is influenced by many factors, including the culture of communication between members of the gymnasium community, the variety of skills taught, parental expectations, the formation of an example to follow, and peer pressure.

Academic honesty is an essential aspect of teaching and learning in IB programmes where action is based on inquiry and reflection. By displaying academic honesty, students are reflecting the IB Learner Profile. The four main attributes that reflect academic honesty are:

**Principled** - We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Thinkers** – We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Risk-takers** – We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Reflective** - We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development

By practicing academic honesty, students show that they value learning and are working in accordance with the learner profile – they are conducting themselves as principled, thinking, risk-taking and reflective individuals in all areas of their academic work

Members of the Siauliai Didzdvaris Gymnasium community understand the meaning and significance of concepts related to academic integrity, especially intellectual property and its authenticity. The students of the International Baccalaureate Diploma Programme of Didzdvaris Gymnasium, their parents and teachers unconditionally agree with and adhere to the provisions of the IBO academic integrity.

The principles of academic integrity are based on the IBO academic integrity provisions, the IBO student description, the community-adopted agreement on citation, references, and bibliography.

The policy and practice of academic integrity in the gymnasium is perceived positively. It is based not only on the application of sanctions and penalties to those students who do not comply or do not try to comply with agreements, but also on the principles of the development of good practice

## II. DISREGARD OF ACADEMIC INTEGRITY MEANS

1. In Didzdvaris Gymnasium malpractice is considered when/ as:

1.1. plagiarism is defined as the representation of the ideas or work (science, art, literature) of another person as own without referencing and/ or source indication;

1.2. collusion is allowing one's work to be copied or submitted for assessment by another;  
1.3. duplication of the work is defined as the presentation of the same work for different assessment components and/ or assessors;

1.4. any other behaviour that gains an unfair advantage or affects the results of another candidate (e.g. taking unauthorised material into the examination room or class test or use of the AI).

2. While using information from the internet sources the students must indicate the full source and date. This includes copying maps, photographs, illustrations, information technology, social media, data, graphs, etc. Copying works of art, without appropriate acknowledgements, will also be considered as plagiarism.

3. Didzdvaris Gymnasium aims to develop collaboration skills, students are encouraged to work in teams but when presenting final results, the students are supposed to clearly indicate his/ her individual share, input, present a summary of his/her work (whether in written form or orally).

4. Any piece of student work where falsified information, data, conclusions are presented is considered as plagiarism.

5. Any piece of student work which contains translation from another language and has not been referenced is considered as plagiarism.

6. Other possible cases of academic malpractice:

6.1. taking unauthorised materials into examination and/ or test rooms (such as mobile phone, rough papers, notes, scribbles, etc.);

6.2. leaving unauthorised materials in places (e.g. WC) and / or using them to in order to gain unfair advantage;

6.3. inappropriate behaviour during tests, examinations attempting to disrupt or distract another student(s);

6.4. exchanging or attempting to pass on information that is related to the test and/ or examination;

6.5. impersonating another student;

6.6. stealing, disclosing test and/ or examination materials.

7. In an attempt to prevent plagiarism and support teachers and students, the school suggests using plagiarism detection softwares such as <https://www.quetext.com/> or <https://assignments.google.com>

### **III. ROLES AND RESPONSIBILITIES**

8. The school shall be responsible for:

8.1. The Head of the School or his nominee ensures that all the students in Didzdvaris gymnasium:

8.1.1. understand and respects academic integrity and that any piece of work (written or oral) produced by a student is his/ her intellectual property;

8.1.2. receive guidance on individual work, academic writing, referencing, acknowledging sources;

8.1.3. understand what is malpractice;

8.1.4. know the consequences of being guilty of malpractice.

8.2. The Head of the School aims to establish a school policy that promotes good academic practice.

8.3. It is assumed that part of the responsibilities will be delegated to the heads of departments, librarians, class teachers, subject teachers and ATL Coordinator.

8.4. Subject teachers, in cooperation with the school librarian and ATL Coordinator, inform students on the requirements of academic integrity and aims to follow the general agreements. The teachers, ATL coordinator and the librarian is responsible for organizing

activities and workshops to support students in the understanding of appropriate consultation and referencing of hard-copy resources, online resources, and first-person research.

8.5. Class teachers and the librarian inform parents about the Academic Integrity Policy by delivering the workshop at the beginning of the school year (MYP 4 and IBDP year 1).

9. Responsibilities of parents (guardians):

9.1. to become familiar with the school's Academic Honesty Policy and ask teachers or school administrators for clarifications or advice in case of need.

9.2. to understand the misconduct of students and its consequences;

9.3. to follow the description of the procedure for academic integrity of the gymnasium;

9.4. to raise children's awareness of the importance of academic integrity;

9.5. to report to the school administration about all possible cases of misconduct or improper administration of dishonesty by students.

10. Responsibilities of students:

10.1. students undertake to comply with the requirements of academic integrity:

10.2. understand the importance of academic integrity and what constitutes misconduct in academic behavior and its consequences;

10.3. if necessary, ask for help from teachers or a librarian;

10.4. to ensure that all works submitted are authentic;

10.5. learn and perform tasks honestly and to the best of your ability;

10.6. properly identify sources in accordance with the "Effective Citing and referencing " guide;

10.7. refrain from any unauthorized assistance (to friends, relatives, other students) in completing the work or editing it;

10.8. make responsible use of the information provided by online and social media platforms, critically evaluating it;

10.9. notify the school administration of any possible cases of misconduct or maladministration of students;

10.10. in the case of research, maturity or personal projects, sign an academic integrity agreement with the school;

10.11. The chosen website to be used by students referencing and citation is: Cite This for Me <https://www.citethisforme.com/>

11. Examples of Conventions of Citing and Acknowledging Original Authorship  
The IBDP and MYP programme at Šiauliai Didždvaris gymnasium utilize MLA formatting conventions to appropriately cite sources. Students are introduced to MLA formatting in MYP4 and year 1 of IBDP). Below are examples of MLA citations used in the MLA reference sheet given to students:

**Print Book:**

Loeffler, Horst. *The Complete Guide to the Vegetarian Diet*. Pancake Press, 2015.

**Journal Article:**

Oofhauser, Scott. "Why Vegetarians are Healthier Than Omnivores." *The Journal of Vegetables*, vol. 15, no. 1, 2016, pp. 41-50.

**Web Article (Author Included):**

Quackenbush, Nancy. "Don't Carrot All for Veggies? Here's Why You Should Eat More of Them." [carrotlovers.com/eat-more-vegetables.html](http://carrotlovers.com/eat-more-vegetables.html).

**Web Article (Author Not Included):**

"Six Reasons You Should Be Vegetarian." *The Vegetarian Society*, [vegetariansociety.org/you-should-be-vegetarian.html](http://vegetariansociety.org/you-should-be-vegetarian.html)

#### **IV. PROCEDURE FOR INVESTIGATING SUSPECTED CASES OF ACADEMIC DISHONESTY**

12. In cases of malpractice in Didzdvaris Gymnasium, the subject teacher, librarian immediately informs the head of the school and department, parents/ legal guardians. ]

13. If it happens for the first time, the teacher warns the student verbally, evaluates the work in a unit and informs the student's parents (guardians, caregivers) about it; if for the second time - the teacher informs the head of the department, the student is warned in writing, the work is evaluated by a unit and the student's parents (guardians, guardians) are invited to the gymnasium for an interview; if the student misbehave for the third time – the teacher informs the head of the department and the deputy director for education, evaluates the work as a unit, the student is given a severe reprimand and the student, together with the parents (guardians, guardians), is invited to consider his behavior to a meeting of the Child Welfare Commission.

14. The student is given the chance to reply to the accusations.

15. Practical or inspection work:

15.1. If the student is academically dishonest for the first time, s/he is warned orally and his parents/ legal guardians are informed about this. The student's work is marked „1“.

15.2. If the student is academically dishonest for the second time, the head of the department is being informed, the student is warned in written form, his parents/ legal guardians are invited for a talk in school. The student's work is marked „1“.

15.3. If the student is academically dishonest for the third time, the head of the department and the deputy head is informed, the student is warned in written form, his parents/ legal guardians are invited to a meeting committee of the Child benefit for a serious discussion. The student's work is marked „1“. The record of the meeting is put into his/ her student file.

15.4. Internal assessment or extended essay work:

15.5. If the IB DP student is suspected of being academically dishonest, the work is not accepted; the teacher immediately informs IB DP Coordinator and a meeting with the student is being arranged where the student is reminded of the consequences of malpractice (risking his/ her Diploma). The student is allowed to resubmit another piece of work. If the IB DP student uploads/ submits IA to IBIS/ moderator/ examiner and is suspected of being academically dishonest, then the procedure is being followed by the student, teacher, IB DP Coordinator as IBO defines.

16. Examination session:

16.1. If the IB DP student is suspected of being academically dishonest, the work is not accepted; the invigilator immediately informs IB DP Coordinator and removes the student from the exam session.

#### **V. EDITING THE DOCUMENT**

17. The description of the procedure for academic integrity is developed in cooperation with the school administration, teachers and students. The description of the procedure is reviewed every two years, considering the needs and any possible changes in education, and is approved by the decision of the School Council.

#### **Bibliography**

Academic Integrity Policy. International Baccalaureate Organization, Updated 2025. Retrieved from:

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Updated 2025. Retrieved from:

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