



Greenwood International School

Academic Integrity Policy

English Department (G6-12)

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Academic Integrity Policy English Department (G6-12)

Maintaining academic integrity is crucial in upholding the honesty, accountability, and excellence of educational institutions and the pursuit of knowledge. Essentially, upholding academic integrity goes beyond mere adherence to regulations; it encompasses personal advancement, ethical maturation, and equipping students for a prosperous and purposeful tomorrow. Consequently, an integrity policy has been developed to uphold the highest standards of ethics and conduct among our student body.

In order to emphasize the importance of academic integrity, **the ‘Active Participation’ category in the grade distribution has been swapped with ‘Academic Integrity’** which better reflects the core values of the department where academic honesty, ethical behavior, respect, and responsibility are paramount. Therefore, students are expected to adhere to a code of conduct for maintaining academic integrity which accounts **for 5% of their final grade.**

The key highlights of our Integrity Policy (HONOR) include:

- **Honesty:** Upholding truthfulness and transparency in all academic endeavors.
- **Ownership:** Taking responsibility for one's work, ideas, and actions.
- **No cheating:** Committing to producing original work and refraining from dishonest practices.
- **Objectivity:** Presenting information and arguments without bias or manipulation.
- **Respect:** Valuing and respecting the ideas and contributions of others.

Integrity Policy Rubric (Honor)

Criteria	5 Points	4 Points	3 Points	2 Points	1 Point
Honesty	Demonstrates consistent truthfulness and transparency in all academic efforts.	Usually upholds truthfulness and transparency, with occasional lapses.	Shows effort towards honesty, with noticeable lapses in truthfulness and transparency.	Displays moderate honesty, with significant lapses in truthfulness and transparency.	Demonstrates limited honesty, with frequent lapses.
Ownership	Consistently takes full responsibility for own work, ideas, and actions.	Usually takes responsibility for most work, ideas, and actions, with minor exceptions.	Demonstrates effort in taking ownership but with noticeable exceptions.	Displays moderate ownership, with significant lapses in taking responsibility.	Shows limited ownership, with frequent lapses.
No Cheating	Commits to producing original work consistently, with no deviations from originality.	Usually submits original work, with occasional minor deviations.	Demonstrates effort towards original work but with noticeable deviations.	Displays moderate commitment to original work, with significant deviations.	Shows limited commitment, with frequent deviations.
Objectivity	Consistently presents information and arguments without bias or manipulation.	Usually presents information objectively, with occasional minor instances of bias.	Demonstrates effort towards objectivity but with noticeable instances of bias.	Displays moderate objectivity, with significant instances of bias.	Shows limited objectivity, with frequent instances of bias.
Respect	Consistently values and credits the ideas and contributions of others.	Usually values and properly credits others' ideas and contributions, with occasional lapses.	Demonstrates effort towards valuing and crediting others but with noticeable lapses.	Displays moderate respect, with significant lapses in valuing and crediting others.	Shows limited respect, with frequent lapses.

Additionally, it is also expected that all schoolwork submitted by students represent the original efforts students. If students fail to comply with this, then it may lead to disciplinary action **such as caution/ warning letters and deduction of marks.** “Plagiarism is defined as copying/stealing and passing off as one’s own ideas or words of another, using someone else’s created production without crediting the source, or committing literary theft” (Merriam-Webster Online Dictionary).

Examples of ‘Plagiarism’ include the following:-

- o Turning in a paper retrieved from an Internet source as one’s own
- o Using another student’s work in whole or part and handing it in as one’s own
- o Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- o Using another person’s idea, opinion, or theory without citing the source
- o Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of piece of information which you found from any source that is not common knowledge, without citing the source
- o Using quotations of another person’s actual spoken or written word without citing the source
- o Paraphrasing (putting into your own words) another person’s unique ideas, spoken or written, without citing the source
- o Using AI generated content without proper attribution / citation (example: copying material from ChatGPT)

The plagiarism penalty scheme is outlined as follows:

Plagiarism Tool Detector	Deduction
0-20%	0
21-30%	10%
31-40%	20%
41-50%	30%
51-60%	40%
61-70%	50%
71-80%	60%
81-90%	70%
91-100%	100% (A zero will be granted)

Important Note:

Plagiarism includes not only copying and pasting text directly from sources but also using AI-generated content to produce work that is not genuinely your own. While AI can be a valuable tool for enhancing students’ learning experience, it must be used responsibly and ethically. If students utilize AI-generated content or any external sources, they need to properly attribute them and follow the APA citation guidelines as follows:

OpenAI. (Year, Month Day). GPT-3: The Generative Pre-trained Transformer 3.
<https://doi.org/10.XXXX/XXXXX>

Please replace "Year, Month Day" and "doi" with the actual publication date and DOI (Digital Object Identifier) of the specific GPT-3 version you're referring to. If a DOI isn't available, you can use the URL of the specific webpage where the AI was accessed.