



# Greenwood International School Academic Integrity & Plagiarism Policy

- ❖ Date: 17/09/ 2025
- ❖ Author: M&H English Subject Leader
- ❖ Revised by: Head of Teaching and Learning & Head of Curriculum
- ❖ Policy type: Academic
- ❖ Circulation: Internal/External
- ❖ Date authorized: 18/09/2025
- ❖ Authorized by: Head of Teaching and Learning & Head of Curriculum
- ❖ Date of next review: 09/2026



## Academic Integrity & Plagiarism Policy

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 follow a code of conduct that upholds academic integrity, **which contributes 5% to the final grade in Grades 6–9 and 10% in Grades 10–12.**

**The key highlights of our Integrity Policy include:**

Criteria	2 Points	1 Point	0 Points
Responsibility	Always responsible, meets deadlines, prepared, accountable.	Sometimes responsible, occasional lapses.	Rarely responsible; avoids accountability.
No Cheating (Plagiarism & AI Misuse)	Work always original; no cheating or unauthorized AI use.	Minor issues with originality, citation, or AI use.	Frequent plagiarism, cheating, or AI misuse.
Respect	Always values/credits others’ contributions.	Sometimes values/credits others with lapses.	Rarely respects or credits others’ work.
Homework Completion	Homework always complete, on time, with effort.	Some homework incomplete, late, or rushed.	Homework rarely submitted or shows no effort.
Notebook Tidiness & Fulfillment	Notebook complete, neat, organized, updated.	Notebook partially complete; inconsistent organization.	Notebook incomplete, messy, or missing.



Additionally, it is also expected that all schoolwork submitted by students represent the original efforts of 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:-**

- Turning in a paper retrieved from an Internet source as one’s own
- Using another student’s work in whole or part and handing it in as one’s own.
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person’s idea, opinion, or theory without citing the source
- 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
- Using quotations of another person’s actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person’s unique ideas, spoken or written, without citing the source
- Using AI generated content without proper attribution / citation (example: copying material from ChatGPT)

In the interest of the student’s future higher education, as well as the school’s part in the personal development of students, GIS will follow the policy on plagiarism as outlined below:

<b>Plagiarism Tool Detector</b>	<b>Deduction</b>
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 given)



**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. For example, if a student uses ChatGPT, this is how they need to cite it:

**In-text Citation:**

Parenthetical citation: (OpenAI, 2023)

Narrative citation: OpenAI (2023)

**End-text Citation:**

OpenAI. (2023). *ChatGPT* (September 18 version) [Large language model].  
<https://chat.openai.com/chat>

By adhering to the Integrity and Plagiarism policy, we collectively foster a culture of academic excellence and ethical conduct.