



علم متميز مع حب المجتمع
Learning Excellence with a Community Heart

Family of Schools

Academic Integrity Policy

Ratified by RAK Academy Board of Governors on 12th March 2026

1. Rationale

RAK Academy is committed to the promotion of a culture of honesty, trust, fairness, respect, and responsibility across all stages of learning. Academic integrity is a core expectation of the International Baccalaureate (IB) and central to developing principled, reflective, and responsible learners. This is in full alignment with our school's vision of "*Academic Excellence with a Community Heart.*"

This policy aims to:

- Promote a shared understanding of academic honesty across the RAK Academy community.
- Ensure students' work is authentic, properly referenced and ethically produced.
- Provide clear expectations regarding the responsible use of information, digital tools, and artificial intelligence (AI).
- Clarify procedures for preventing, identifying, and responding to academic misconduct.
- Align RAK Academy practices with IB Standards & Practices, the IB Academic Integrity Policy, and ethical expectations for internal and external assessment.

2. Purpose

This policy ensures that:

- Students produce work that accurately represents their understanding and skills.
- Teachers apply consistent expectations and support across all programmes.
- Parents are informed partners in promoting ethical academic behaviour.
- RAK Academy maintains the fairness, validity, and credibility of assessed work.
- The school meets all IB and other examination board requirements related to academic integrity, examination conduct, referencing, use of AI, and the safeguarding of assessment materials.

3. Guiding Principles

All members of the RAK Academy community commit to:

Honesty

Presenting one's own work, acknowledging the contribution of others.

Trust

Acting in ways that build confidence between students, teachers, and parents.

Fairness

Ensuring equal opportunity through authentic effort and ethical behaviour.

Respect

Recognising intellectual property, cultural diversity, and differing viewpoints.



Responsibility

Taking ownership of actions, submitting original work, and reporting concerns.

These principles are aligned with the IB Learner Profile, especially “Inquirers”, “Principled”, “Communicators”, and “Thinkers”.

4. Responsibilities of the School Community

4.1 Students

Students are expected to:

- Produce authentic work using their own ideas, analysis, and voice.
- Accurately cite all sources using the accepted RAK Academy referencing style (as per agreed departmental referencing style).
- Use AI tools ethically (see Section 8).
- Avoid all forms of plagiarism, collusion, duplication, fabrication, or misconduct.
- Ask for guidance when unsure whether a source or behaviour is appropriate.
- Protect their work from being copied or misused by others.
- Report suspected misconduct to a trusted adult.

4.2 Teachers

Teachers will:

- Teach and model academic honesty practices.
- Provide explicit instruction in referencing, paraphrasing, note-taking, and ethical research.
- Clearly articulate permissible and non-permissible collaboration.
- Use plagiarism detection tools (such as Turnitin or Google Classroom originality reports).
- Supervise the development of internally assessed components to authenticate student work.
- Report suspected misconduct promptly following school procedures.
- Ensure assessments are designed to promote original thinking.

4.3 Programme Coordinators

Coordinators will:

- Oversee implementation of this policy in line with IB requirements.
- Provide training for teachers on academic integrity and assessment policies.
- Maintain records of suspected cases.
- Guide students and parents on expectations and consequences.
- Lead investigation procedures for suspected misconduct in collaboration with relevant leaders.



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4.4 Parents / Guardians

Parents are expected to:

- Support the school's expectations for academic honesty.
- Encourage students to complete their own work.
- Avoid providing excessive assistance or external tutoring support inconsistent with IB expectations.
- Discuss deadlines, workload, organisation, and ethical use of AI and digital tools.
- Report concerns to the school if they become aware of misconduct.

5. What Constitutes Academic Misconduct?

Academic misconduct includes (but is not limited to):

Plagiarism

Using the ideas, words, images, data, or work of others without proper acknowledgment (From source: text, website, AI output, translation, or peer).

Collusion

Copying another student's work or knowingly allowing one's own work to be copied.

Duplication of Work/Self Plagiarism

Submitting the same work for different tasks or subjects.

Fabrication

Inventing data, quotes, sources, or CAS experiences.

Use of Unauthorized Assistance

Including unapproved editing, tutoring, essay writing services, code banks, or AI tools.

Misconduct in Examinations

Possessing unauthorized materials or devices, communicating, disrupting, removing secure materials, impersonation, or cheating in any form.

Failure to adhere to all examination board regulations within any examination sitting.

Misuse of AI Tools

Submitting AI generated text, images, equations, or analysis as one's own work.

6. Referencing and Ethical Research

- Harvard referencing is the standard for DP and BTEC programmes, unless otherwise stipulated within a subject area.
- Students must cite all ideas, images, data, media, and AI outputs.
- Bibliographies and in-text citations must match and follow the chosen style consistently.



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7. Use of Plagiarism Detection Tools-Detection Tools

RAK Academy uses tools such as:

- Google Classroom Originality Reports.
- Turnitin® (linked to ManageBac for IBDP IA uploads).
- Additional subject specific tools where relevant.

Teachers will:

- Check authenticity before submission deadlines.
- Keep evidence of drafts to verify development.
- Support students in understanding reports and improving their work.

Students will:

- Be given opportunities to check and revise work based on originality reports before final submission.

8. Responsible Use of Artificial Intelligence (AI)

AI tools (e.g., ChatGPT, image generators, translation tools) may be used for *learning support* but not for generating assessable content.

AI Use is Permitted Only When:

- It supports research, idea generation, or language understanding.
- The student critically evaluates all AI output.
- AI generated material is properly cited. Any AI Generated Content Included in Student Work Must:
Be clearly identified in text (quotation, paraphrase, or image label).
 - This must include:
 - Name of the AI tool
 - Prompt used
 - Date generated
 - URL (if applicable)
- It must appear in the bibliography.

Examples of Misuse:

- Submitting AI written essays, reports, reflections, or explanations.
- Paraphrasing AI text to mask authorship.
- Using AI to generate artwork, graphs, music, or code that is presented as original.
- Using AI to write exam responses or coursework drafts.

Any misuse is considered academic misconduct.



9. Prevention Measures

RAK Academy promotes integrity through:

- Explicit teaching of research and citation skills for all courses.
- Assessment design that encourages originality and personal engagement.
- Academic honesty workshops (students, staff, parents).
- Authentic process monitoring (drafts, conferences, reflections).
- Clear communication of expectations at the start of each academic year.
- Age-appropriate scaffolding and repeated practice.

10. Procedures When Misconduct is Identified

RAK Academy will investigate suspected academic misconduct promptly and fairly.

10.1 Internal School Process

1. Teacher identifies concern and collects evidence.
2. Student meets with the teacher to discuss the issue.
3. Incident is recorded using the school's reporting system.
4. Escalation follows a tiered model depending on severity and recurrence.

A typical progression includes:

- Re-submission opportunities (first minor offence)
- Parent notification
- Academic reflection / reteaching session
- Zero for the task (significant or repeated misconduct)
- Academic probation or behaviour contract
- Internal or external suspension
- Meeting with Department Head, Year Leader, IB Coordinator, or Leadership
- Loss of IT privileges for submission
- Referral to IB (for IBDP cases)

10.2 Reporting to the IB

Cases in the IBDP that involve:

- Plagiarized IA/EE/TOK submissions
- Misconduct in examinations
- Collusion
- Third party editing or commissioned work-party editing or commissioned work
- AI misuse will be reported to the International Baccalaureate in accordance with IB Academic Integrity Policy procedures.



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- IB penalties may include:
 - Warning letter
 - Zero marks for the component
 - No grade for the subject(s)
 - Loss of diploma eligibility
 - Disqualification from future sessions

11. Monitoring and Review

- This policy is reviewed every two years or sooner as required.
- All teaching staff receive yearly induction on academic integrity.
- Parent and student orientation includes explicit communication of expectations.
- Academic integrity data is reviewed annually to identify trends and required interventions.