



WEST BAY
ELEMENTARY

Created 2017

Updated: 2019, 2024

West Bay Elementary Academic Integrity Policy

School Philosophy

At West Bay Elementary, we are dedicated to fostering a culture of learning based on the values of honesty, trust, fairness, respect, and responsibility. As an IB World School, we believe these values are integral to building principled learners who contribute to both the local and global communities. We promote academic integrity as foundational to our students' personal and academic growth. This includes the responsible use of digital tools and technologies, such as artificial intelligence (AI), in the learning process. Students and educators are equipped with tools to access diverse resources, fostering open-mindedness toward different perspectives and encouraging them to critically examine, challenge, or reinforce their own views.

Strong Academic Practices

Academic integrity at West Bay Elementary involves demonstrating personal responsibility and ownership of learning. Strong practices include:

Acknowledging Sources: When students use the ideas, words, or assistance of others, including AI tools, they are expected to give proper credit through appropriate citation.

Producing Authentic Work: Students are expected to submit original work, using AI tools to enhance learning and research only when explicitly permitted by the teacher.

Collaborating Ethically: Collaboration is encouraged, and students are expected and encouraged to participate as meaningfully as they can.

Using Technology

Responsibly: Students will follow West Bay's Digital Device Agreement using digital devices purposefully and fairly.

Specific Guidelines on AI Use

Given the increasing availability of AI tools, West Bay Elementary emphasizes responsible use of these technologies. This includes:



- Allowing the use, among educators and students, of AI systems of the highest quality, including data protection of students, families, and staff, and safety controls on what can be accessed and what results are shown.
- Allowing students to use AI for specific purposes, solely with permission of the teacher with clear parameters for how it can be used and how its use will be identified.
- Teachers may give permission and parameters for students to use AI when it is Ethical, Effective and Enriching for students to do so.

Examples of Academic Misconduct

1. Plagiarism

- Definition: Copying someone else's work, ideas, or words without giving proper credit, including copying AI-generated content without permission or acknowledgment.
- Examples:
 - Copying and pasting from a website or AI tool without citing the source.
 - Submitting AI-generated content as your own work.

2. Collusion

- Definition: Allowing someone else, or an AI tool, to produce work that is supposed to be completed individually.
- Examples:
 - Sharing answers during an individual assignment.

3. Cheating

- Definition: Using unauthorized resources, including AI, during assessments or assignments.
- Examples:
 - Looking at a classmates work to determine the answer for a test.
 - Using an AI tool to generate answers during a test.
 - Asking AI to write or solve a project when this hasn't been permitted.

4. Misrepresentation

- Definition: Claiming to have completed work independently when it was done with unauthorized assistance.



- Examples:

- Copying the responses of another person or source and presenting it as your own without disclosing help.
- Copying and pasting a sentence, paragraph, or unique aspect of voice or written expression, and presenting it as your own.

Students Responsibilities:

- Engage their critical thinking competencies when choosing, evaluating and learning from sources of information.
- Acknowledge sources of inspiration that inform their opinions, perspectives, and ideas.
- Cite works that have informed their research and inquiry, as developmentally appropriate.
- Develop an interest in developing their unique voice and a disposition to being a content creator, not just a content consumer.

Educator Responsibilities

- Modeling academic integrity by citing sources, acknowledging authorship or source, abiding by copyright laws, and identifying this for students.
- Direct teaching of how to cite sources at developmentally appropriate levels.
- Providing tools that assist with citing sources.
- Emphasize aspects of the Learner Profile that are fundamental to navigating the digital world and matters of academic integrity.

Parent Responsibilities:

- Asking, not telling, when supporting their children with learning at home.
- Making personal connections to a child's life that allows them to write and think authentically.
- Helping their child find reliable sources and deconstructing complex texts in ways that can be understood by a child.

appropriate

- Consequences for Misconduct:



WEST BAY
ELEMENTARY

- First Incident: A conversation to explain why submitting original work and following proper guidelines is important.
 - Second Incident: Teachers may involve parents and reinforce responsible use of tools.
 - Continued Incidents: A formal discussion with the student, parents, and administration on the importance of academic integrity will be had
-
- Reflective Learning: Students participate in reflective discussions and activities that connect the IB Learner Profile attributes to digital and AI ethics, promoting principled and responsible behavior in the digital world.