

20.08.2025

**İSTEK PRIVATE ATANUR OGUZ
ANATOLIAN HIGH SCHOOL**

**INTERNATIONAL BACCALAUREATE
DIPLOMA PROGRAMME
ACADEMIC INTEGRITY POLICY**

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1. Introduction and Scope

İSTEK Private Atanur Oguz Anatolian High School aims to raise creative individuals who accept science as a guide and who possess social and cultural awareness, equipped with both national and universal values. Accordingly, all academic studies, as well as learning and production processes, are expected to be carried out within the framework of the Academic Integrity Policy, which constitutes the cornerstone of these processes. Academic integrity essentially represents the highest level of honesty and sincerity.

The Academic Integrity Policy reflects the school's commitment to morality, justice and freedom, supported and strengthened through the Positive Behavior Development Program (ODGE). These shared values guide ethical decision-making and responsible academic conduct.

The school administration, program coordinators, the Guidance and Counseling Department, subject teachers and the librarian are responsible for developing and maintaining the Academic Integrity Policy.

To ensure the protection of academic integrity, *the Turnitin* software is employed.

Alignment with the IB's Five Fundamental Values

This Academic Integrity Policy is explicitly grounded in the five fundamental values defined by the International Baccalaureate: **honesty, trust, fairness, respect and responsibility**.

These values guide all teaching, learning, assessment and research practices at İSTEK Private Atanur Oguz Anatolian High School and define the ethical expectations for all members of the school community.

2. Principles of Academic Integrity

Academic honesty contributes to the fair conduct of teaching and learning processes; it is a principle embodied through the student's original research carried out in pursuit of accurate knowledge. Students must comply with the principles of honest work in all assignments and research, understand the benefits of this process, and acknowledge that gaining unfair advantage is unethical. They are also expected to value originality, intellectual property, and creativity.

2.1 Student Responsibilities

Students must uphold academic integrity at all times and are expected to:

- produce original work that reflects their own thinking, creativity and understanding;
- acknowledge all sources—written, visual, digital or oral—using appropriate citation and referencing conventions;
- ensure that all ideas, data, images or language taken from others are properly credited;
- adhere to deadlines, checkpoints and teacher feedback cycles;
- seek clarification when unsure about citation or ethical research practices;
- follow all examination regulations and invigilator instructions;
- avoid any behavior that provides or attempts to provide unfair academic advantage.

2.2 Teacher Responsibilities

Teachers at İSTEK Private Atanur Oguz Anatolian High School must:

- demonstrate ethical academic behavior in teaching, assessment and communication;
- explicitly teach citation, referencing, research ethics and academic writing;
- provide clear expectations, scaffolding and assessment criteria;
- monitor originality through observation and Turnitin when appropriate;
- provide constructive feedback that supports ethical academic development;
- report suspected misconduct objectively and confidentially;
- ensure secure storage and administration of exams;
- work collaboratively with the librarian, the Guidance and Counseling Department, and the DP Coordinator to promote a school-wide integrity culture.

2.3 Rights of Students and Teachers

Students have the right to:

- fair, transparent and unbiased assessment;
- explicit instruction in citation and ethical research methods;
- a learning environment where academic honesty is protected;
- present a written and signed defense when suspected of misconduct;
- confidentiality and respectful treatment during investigations;
- feedback that promotes ethical academic growth.

Teachers have the right to:

- expect students to submit original, properly referenced work;
- receive administrative support during misconduct investigations;
- follow standardized procedures for academic misconduct;
- access Turnitin and other verification tools;
- conduct assessments securely and fairly.

3. Academic Integrity Violations

The Academic Integrity Policy is based on the contribution of the entire school community to the teaching and learning process through original and creative work. The following behaviors are to be avoided, and both teachers and students are responsible for adhering to these rules.

3.1 Behaviors to Avoid

The following behaviors violate academic integrity and must be strictly avoided:

- **Plagiarism:** Copying another person's work wholly or partially, or presenting someone else's ideas, words, images or creations as one's own.
- **Collusion:** Making secret arrangements to misrepresent facts, conceal the truth, assist others in academic misconduct, or allow one's work to be copied.
- **Cheating:** Using unauthorized assistance, notes, devices, digital tools or materials during an exam or assessment.
- **Duplication of Work:** Submitting the same work, or a substantial portion of it, for different assignments, subjects or components without explicit teacher approval.
- **Fabrication / Falsification:** Inventing, altering or misrepresenting data, results, quotations, statistics or information.

- **Unauthorized Use of Artificial Intelligence or Translation Tools:** Using AI-generated text, paraphrasing tools or translators to produce work that is not the student's own, without proper citation or approval.
- **Improper Assistance:** Receiving or providing help that exceeds permitted collaboration and misrepresents individual work.

3.2 Improper Student Behaviors

- Presenting another person's work as one's own.
- Copying or using another student's assignment.
- Failing to cite sources for information taken from books, journals, encyclopedias or the internet.
- Using images (maps, photographs, graphs) without proper citation.
- Omitting information from footnotes or reference lists.
- Using data from websites without acknowledging the source.
- Failing to include URLs in digital references.
- Translating texts from another language and incorporating them without citation.
- Disobeying exam rules or invigilators.
- Talking during exams.

3.3 Improper Teacher Behaviors

- Failing to recognize academic dishonesty in student work.
- Accepting copied or non-original assignments.
- Providing information about exam content prior to the exam.
- Failing to securely store exam papers.
- Leaving students unsupervised during exams.
- Ignoring cases of student misconduct.
- Granting extra time without authorization.

4. Review Process of Misconduct

Students are responsible for correctly citing sources and submitting complete bibliographies in their assignments. Teachers may check originality and provide guidance during the preparation process. Regular teacher-student meetings serve as preventive measures.

If doubts arise regarding originality, or if a student is found cheating during an exam, the following process applies:

4.1 ODGE Phase

- The Positive Behavior Development and Evaluation (ODGE) procedure is implemented before disciplinary action begins.
- The student's case is monitored by assistant principals and the PDR department.
- Observations, interviews and collected data are evaluated throughout the ODGE process.
- If deemed necessary, the student is referred to the Disciplinary Committee.

4.2 Disciplinary Committee Phase

- The Disciplinary Committee (DP Coordinator, administration, reporting teacher, relevant subject teacher) convenes to review the case.
- The student is invited to submit a written and signed defense.
- The committee has up to two working days to evaluate whether misconduct occurred.
- The final decision is submitted in writing to school administration.

5. Sanctions

- If misconduct is limited to a section of the assignment, the student may be granted time determined by the committee to revise the work.
- If the entire assignment is inauthentic, **no grade is awarded**.
- Repeated violations are recorded and may be shared with universities.
- Exam misconduct results in invalidation in accordance with school and IB regulations.

6. Accepting and Implementing Academic Integrity

- On the first day of each academic year, students—and parents during enrollment—sign the Academic Integrity Agreement.
- During the opening ceremony, students are informed about the definition, importance and implementation of academic integrity.
- Academic integrity is reflected in assessment forms and criteria.
- Teachers reinforce academic honesty and model proper citation in all materials.
- Students complete tasks requiring original thinking and analysis, not simple information gathering.
- Academic integrity is emphasized across all subjects.
- Turnitin training is provided at the beginning of the academic year and supported during DP meetings.
- The school administration, PDR and teachers review this policy annually in August.

7. Appendices

- Academic Integrity Parent Agreement
- Academic Integrity Student Agreement

IMPORTANT NOTE

This Academic Integrity Policy is reviewed annually in August and updated by the school administration, the DP Coordinator, the Guidance and Counseling Department, subject teachers and the librarian.