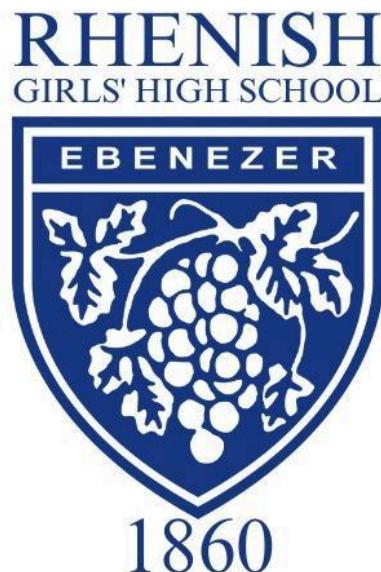


# ACADEMIC INTEGRITY POLICY

## ANNEXURE B OF THE CODE OF CONDUCT



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## INTRODUCTION

Academic integrity is the cornerstone of knowledge and academic growth. At Rhenish Girls' High School, our aim is to foster academic development beyond the simple access of factual knowledge.

Our vision encompasses learners who are able to take information and make informed deductions from this material. Analysis and discussion of inferences derived in this way constitute education, as we aim to deliver it at this school. It is therefore imperative that our learners develop a keen sense of integrity at an academic level.

Ideas and conclusions which are presented as their own work must indeed be the outcome of their own thought. To obtain the basic knowledge and facts which underpin these ideas, we encourage wide and in-depth research. Such sources must always be acknowledged. Academic dishonesty in any form will not be condoned.

## 2 ACADEMIC HONESTY

Our learners are expected to adopt the philosophy that to fail is more honourable than to cheat by any means whatsoever. Learners are encouraged to voice their own opinions in all areas of their education, as long as their opinions are based on fact, can be substantiated and are presented in a courteous manner and an academically acceptable forum such as class debate, group work, consultation with a teacher etc.

## 3 ACADEMIC DISHONESTY

This takes many forms:

### 3.1 Cheating during examinations/tests/class assessment tasks

Any form of cheating, *inter alia* looking at another learner's paper, having any note/formula etc in a learner's possession while writing a test or completing an assessment task, presentation of work already presented in a previous year, use of a cell phone/smartwatch or similar device during a test/task, notes written on the body or clothing etc, will be considered to be a serious breach of the school's ethics.

#### 3.1.1 Responsibilities of learners and teachers

It is the learner's responsibility to be prepared for examinations/tests and class tasks. She must take responsibility for removing all notes etc from her person so that no suspicion may be entertained of her having made use of such material. Learners who observe cheating are required to report it to the class teacher.

In an examination or formal test, her cell phone/smartwatch or similar device may not be on her person but must be switched off and packed away. During a cycle test or class task, paper must be provided by the learner. A sufficient number of sheets must be detached from the exam pad and the pad left in the learner's bag.

The teacher is responsible for ensuring that, during all assessments that will constitute the learner's term mark/year mark/portfolio mark, strict control is maintained. This includes but is not limited to placing the learners in rows according to alphabetical order; ensuring that all

bags and books are located at the front of the classroom and all cell phones have been switched off and packed away. Teachers will monitor the progress of the task/test or exam by constant surveillance and vigilance, which can only be accomplished by moving about the classroom.

### **3.1.2 Procedure for transgression**

The officiating invigilator will remove all evidence of cheating and draw a line on the test paper at the point at which the irregularity was discovered.

The learner and the teacher will sign the work and note the time.

The teacher will keep the paper/book etc.

The learner will carry on with the test, on a new sheet of paper, continuing from the point which she had reached in the paper.

At the end of the testing period the exam/test/task paper, together with the evidence, must be submitted to the Subject Head of that subject for marking.

The Subject Head must report the issue and submit all evidence to the academic Deputy within two days of the incident.

### **3.1.3 Consequences:**

The Deputy, Grade Head, and Subject Teacher/Subject Head will conduct an interview with the student(s). If the evidence supports a transgression the student will receive a zero for all questions completed before the discovery of the transgression. The Deputy will then contact and inform the parents/guardian about the transgression and its consequences.

If this procedure does not resolve the incident or is not considered the best course of action, a Disciplinary Hearing, either internal or conducted under the auspices of the SGB at the discretion of the Principal and the Deputy in charge of Discipline, will be the next course of action.

## **3.2 Plagiarism**

Plagiarism is a serious threat to Academic Integrity, particularly through the use of the Internet. All learners must be made aware of the magnitude of this infringement of academic rights and also of the consequences of plagiarising sources. Every attempt should be made by educators to set tasks that require original thought or experimentation in order to minimise the possibility of resorting to plagiarism.

### **3.2.1 Definition**

Plagiarism is the use of another person's original words or ideas with the intention of passing them off as being the words or ideas of the learner.

It is a type of academic theft and is considered an act of fraud.

All of the instances below would be considered to be plagiarism:

- Handing in the work of another learner (or a parent) as if it were the learner's own work.
- Failure to put a quotation in quotation marks, and/or not acknowledging the source. If the learner does not know the source of the quotation, she must do a thorough internet search in order to try to establish the origins. Merely putting "Anonymous" behind a quotation does not make it valid. Very few quotations are actually anonymous.

- Copying directly from a source without acknowledgement.
- Copying so many words or ideas from one source that it makes up the majority of your work. Please note that in this case the acknowledgement of the source does not excuse the learner. It is still considered plagiarism.
- NB Changing words or word order from the original source, while keeping the essence of the original, and not giving credit to the original author is still plagiarism.

### 3.2.2 Acknowledging sources

Academic honesty includes the correct use of materials and the submission of a full and accurate bibliography and in-text referencing.

Sample bibliography in APA

- **Book:**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.  
**e.g.**  
 Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.
- **Entry in a dictionary, thesaurus, or encyclopaedia:**

Institution or organization name. (Year). *Title of entry*. In *Title of reference work* (edition, page numbers). Publisher name.  
**e.g.**  
 Merriam-Webster, Incorporated. (1997). *Goat*. In *Merriam Webster's collegiate dictionary* (10th ed., pp. 499-500). Merriam-Webster, Incorporated.
- **Magazine Article:**

Author, A. (Year, Month). *Title of article*. Magazine title, edition, page.  
**e.g.**  
 Peterzell, J. (1990, April). *Better late than never*. Time, 135(17), 20–21.
- **Newspaper article:**

Author, A. (Year, Month day). *Title of article*. Newspaper title, edition, page  
**e.g.**  
 Schultz, S. (2005, December 28). *Calls made to strengthen state energy policies*. The Country Today, 1A, 12.
- **Electronic Media: Internet Site/Web site:**

Individual author:  
 Lastname, F. M. (Year, Month Date). *Title of page*. Site name. URL  
**e.g.**  
 Price, D. (2018, March 23). *Laziness does not exist*. Medium.  
<https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01>

Written by a group or organization  
 Group name. (Year, Month Date). *Title of page*. Site name. URL  
**e.g.**  
 American Society for the Prevention of Cruelty to Animals. (2019, November 21). *Justice served: Case closed for over 40 dogfighting victims*.  
<https://www.aspca.org/news/justice-served-case-closed-over-40-dogfighting-victims>

If the page's author is not listed, start with the title instead.

Title of page. (Year, Month Date). Site name. Retrieved Month Date, Year, from URL

e.g.

Tuscan white bean pasta. (2018, February 25). *Budget bytes*. Retrieved March 18, 2020, from <https://www.budgetbytes.com/tuscan-white-bean-pasta/>

If the date of publication is not listed, use the abbreviation (n.d.).

Author or Group name. (n.d.). *Title of page*. Site name (if applicable). URL

e.g.

National Alliance on Mental Illness. (n.d.). *Mental health conditions*.

<https://www.nami.org/Learn-More/Mental-Health-Conditions>

- **Film or video**

Film:

Director, D. D. (Director). (Date of publication). *Title of motion picture* [Film]. Production company.

e.g.

Loyd, P. (Director). (2008). *Mamma mia!* [Film]. Universal Pictures.

YOUTUBE video

Person or group who uploaded a video. (Date of publication). *Title of video* [Video].

Website host. URL

Tasty. (2018, March 7). *7 Recipes you can make in 5 minutes* [Video]. Youtube.

[https://www.youtube.com/watch?v=9\\_5wHw6I11o](https://www.youtube.com/watch?v=9_5wHw6I11o)

### 3.2.3 Procedure for transgression:

The teacher who suspects plagiarism in the work of a learner should immediately consult the Subject Head. It is very helpful if the originality report generated by Google Classroom or the original source can be located and produced in evidence. Although this is not always possible, every effort must be made to locate such evidence.

If no proof of plagiarism can be located, but the teacher has reason to suspect that the work has been plagiarised/copied, the teacher may insist that the learner redoes the task or a portion thereof under supervised conditions, and the two examples of the learner's work may be compared. The learner may could also be asked to explain in her own words the concepts/ideas she has presented as her own in written work. The inability to do so satisfactorily could constitute proof of plagiarism.

The Subject Head must inform the academic Deputy of any plagiarism incident as soon as it is discovered. Depending on the severity of the plagiarism, a decision will be made regarding who will handle the situation. In some cases, the learner can be counselled and educated about the dishonesty of their actions; in other instances, more serious action is warranted. In cases of flagrant/intentional/repeated plagiarism, the same procedures will be followed as in cases of cheating.

### 3.2.4 Consequences

In cases of flagrant/intentional/repeated plagiarism:

The Deputy, Grade Head, and Subject Teacher/Subject Head will conduct an interview with the

student(s). Once plagiarism has been confirmed, the plagiarised section of work will be marked at zero. Other aspects of the task will still be marked according to the rubric or memorandum for that task. The Deputy will then contact and inform the parents/guardian about the transgression and its consequences.

If this procedure does not resolve the incident or is not considered the best course of action, a Disciplinary Hearing, either internal or conducted under the auspices of the SGB at the discretion of the Principal and the Deputy in charge of Discipline, will be the next course of action.

### **3.3 The use of AI (Chatbots)**

#### **3.3.1 Definition:**

The use of AI (chatbots) or any automated tools to complete assessments, assignments, or any form of academic work and submit it as your own constitutes academic dishonesty. This includes but is not limited to using AI (chatbots) for essay writing, problem-solving, research, and any other tasks assigned by teachers. Submitting AI-generated outputs as your own original work is academic fraud.

If information from an AI chat is used for academic purposes, it needs to be cited just like other sources.

#### **3.3.2 Acknowledging AI use**

Cite AI as an “algorithm’s output,” which means crediting the author of the algorithm (i.e., the company that built the AI).

Put a full citation with the AI name, date accessed, and other information in the reference list. For in-text parenthetical citations, you use the company name and year accessed.

##### **Example:**

Company. (Year). *AI Name* (version) [Descriptor]. URL

**e.g.**

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model].

<https://chat.openai.com/chat>

The “descriptor” is just a quick description for all nonstandard sources—traditional sources like books or online articles don’t need them. You can write the descriptor in your own words, but feel free to use “Large Language Model” for ChatGPT-4.

Keep in mind there are two important guidelines to consider when citing AI-generated text in formal writing:

- Briefly explain the prompt so readers know how you accessed your information.
- If the chat is particularly relevant to your paper, include a transcript as an appendix.

#### **Citing an AI image**

Figure # Figure title  
[insert IMAGE]

Note. Description of image mentioning prompt and AI tool.

**e.g.**

Figure 5: Portrait of Jean Baudrillard in Postmodern Style  
[insert IMAGE]

Note. Image generated with the prompt “Jean Baudrillard in postmodern style” by OpenAI, ChatGPT, 2023 (<https://chat.openai.com/chat>).

### 3.3.3 **Procedure for transgression:**

The teacher who suspects misuse of AI in the work of a learner should immediately consult the Subject Head.

It is very helpful to submit a report by an AI detector programme and produce the evidence. The learner may be asked to explain in her own words the concepts/ideas she has presented as her own. The inability to do so satisfactorily could constitute proof of the misuse use of AI. The Subject Head must inform the academic Deputy of the incident as soon as it is discovered. Depending on the severity of the plagiarism, a decision will be made regarding who will handle the situation. Sometimes the learner can be counselled and educated as to the dishonesty of her actions; in other instances, more serious action is warranted. In cases of flagrant/intentional/repeated misuse of AI, the same procedures will be followed as in cases of cheating.

### 3.3.4 **Consequences**

In cases of flagrant/intentional/repeated misuse of AI:

The Deputy, Grade Head, and Subject Teacher/Subject Head will conduct an interview with the student(s). Once misuse of AI has been confirmed, the section of work will be marked at zero. Other aspects of the task will still be marked according to the rubric or memorandum for that task. The Deputy will then contact and inform the parents/guardian about the transgression and its consequences.

If this procedure does not resolve the incident or is not considered the best course of action, a Disciplinary Hearing, either internal or conducted under the auspices of the SGB at the discretion of the Principal and the Deputy in charge of Discipline, will be the next course of action.

## 4 **CONCLUSION**

Examples of academic dishonesty which are not specifically referred to in this policy, but which may arise in the future, are to be dealt with in correspondence with the procedures laid out in this policy. Compliance with this policy will help to enable our learners to cope with the added academic pressures of tertiary study and to resist the temptation to plagiarise. An awareness of plagiarism in the academic arena will give our learners the factual evidence they need to back up their moral decisions.

Adopted at an SGB Meeting held on  
11 November 2024