

**ADAPAZARI ENKA PRIVATE PRIMARY SCHOOL
ACADEMIC INTEGRITY POLICY**

BELIEFS IN ACADEMIC INTEGRITY

Academic integrity involves students valuing accuracy, transparency, and fairness in their learning processes. These principles encourage students to respect the ideas of others and present their own work in an original manner, particularly when conducting research.

As Adapazarı ENKA Primary School, one of our key objectives is to ensure that our students become principled individuals.

We aim for them to become respectful, fair, honest, reliable, responsible, and critical thinkers who make sound decisions as responsible adults and global citizens of the future.

Principles of Academic Integrity

- **Respect for Others' Ideas:** Students cite references when using others' work and ideas.
- **Original Work:** Students are encouraged to develop their own creative ideas.
- **Collaboration and Responsibility:** Students are expected to contribute to group work. They are encouraged to do so.
- **Research Skills:** Students acquire skills in finding sources, analyzing information, and presenting it accurately.
- **Curriculum:** Teachers consider academic integrity principles as criteria in planning and implementing units.

RIGHTS AND RESPONSIBILITIES

STUDENTS:

- Write their names on all their work.
- They complete their assignments and exams independently using their learning approaches and do not copy from others.
- They comply with their teachers' instructions and mutual agreements.
- They do not present others' work as their own or use others' ideas without permission.
- They use information obtained from the internet or other sources correctly by citing the source.
- They participate equally in group work and ensure that everyone contributes.
- They always take responsibility for their actions and thoughts.
- They question the reliability of information sources.
- When they access information, they must test its reliability. To do this, they use different sources to access information.

TEACHERS;

- **Modeling:** Teachers serve as role models for students in academic integrity. Demonstrating honesty, ethics, and accuracy in their own work sets a good example for students. They always cite sources when quoting from class or homework assignments.
- **Education and Awareness:** Teachers set aside time in their daily routines to help students understand the concept of academic integrity. Topics such as ethical behavior, citation rules, and source usage are explained to students. Teachers encourage students to produce original work and expect them to take responsibility for their own learning.
- **Establishing Rules:** Teachers clearly establish the rules that apply in the classroom and explain to students that they must follow these rules. They establish strategies. When negative behaviors such as cheating occur, the agreements are reviewed.
- **Good Communication:** Teachers communicate openly and honestly with students. They answer students' questions, listen to their concerns, and provide guidance when necessary. Teachers also prepare an appropriate environment for students to acquire the necessary skills.
- The school community and parents are informed about the matter.

PARENTS:

- Understand IB policies, procedures, and relevant guidelines regarding homework or completed exam papers submitted by their children.
- Discuss academic integrity and serve as role models to help their children understand IB policies, procedures, and relevant guidelines.
- Understand school policies and procedures that ensure the integrity of their children's work.
- Support their children in using time effectively.
- Understands what academic misconduct is and its consequences.
- Understands why plagiarism is a problem and the value of honest academic work.
- Understands what poor school management is and its consequences.
- Reports possible cases of student abuse or poor school management to the school administration.
- Provides only true and/or original evidence regarding special education requests for their children.
- Avoids providing or receiving unauthorized and/or improper assistance to help their children complete their work.

SCHOOL ADMINISTRATION;

- Determines the disciplinary actions to be taken against a student.
- Decides on disciplinary actions in cases of violations. (Prepares a commitment form for the student and parent)
- The school aims to ensure that the leadership team has the same level of understanding of Academic Integrity as the teachers.
- Provides new teachers with adequate training opportunities when they join the school.
- The school maintains open and clear communication with students' parents or legal guardians.

ACADEMIC INTEGRITY POLICY VIOLATIONS

1. Using others' ideas, writings, or work without proper citation.
2. Receiving help from others in projects or assignments or presenting someone else's work as one's own.
3. Using a friend's homework or project without permission.
4. Presenting assignments or projects as one's own when they were not completed by the student.
5. Failing to contribute equally to group projects or taking credit for someone else's work.
6. Using information from the internet or books without properly citing the source.

CONSEQUENCES

- Upon the first violation, the student is guided on academic integrity and the reasons why it is wrong are explained.
- Work that violates academic integrity will be canceled.
- In cases of repeated violations, the parent is informed and the student is held accountable.
- The student is required to sign a commitment stating that they will comply with the academic integrity rules.

CONNECTION WITH LANGUAGE POLICY

- Students learn to express information obtained from different sources in their own words. The rules for quoting and citing sources are emphasized in language education.
- Students are taught the correct and ethical use of language in written work. They are instructed on how to appropriately convey information obtained from sources.
- Students learn to question information and develop their own thoughts while analyzing different texts.
- When working with sources written in different languages, students are encouraged to adhere to the principles of academic integrity.
- Academic integrity requires students to convey accurate information and use quotations ethically in their written and oral presentations.

CONNECTION WITH ASSESSMENT POLICY

- Assessment processes should provide equal opportunities for all students and be applied fairly.
- Students should be emphasized that they are required to present their own original work during the assessment process.
- Methods such as portfolio assessments, project-based work, and open-ended questions should be used to encourage original thinking.
- The proper citation of information used in academic work should be included in assessment criteria.
- Students should be expected to include references in research-based assignments.
- The necessary measures should be taken to ensure academic integrity in exams and assignments (e.g., open-ended questions, individual assessments, supervised exam environments, etc.).

- Teachers should guide students on academic integrity and provide additional support when necessary.

CONNECTION WITH INCLUSION POLICY

- Academic integrity rules should be applied flexibly and fairly, taking into account the needs of students with special learning requirements.
- Guidance and additional resources should be provided for students who require additional support regarding academic integrity.
- All students must be evaluated in accordance with academic integrity principles in assessment and evaluation processes.
- Appropriate assessment methods should be determined for students with special needs, and support mechanisms should be provided.
- The academic integrity policy should create an inclusive environment that allows students to learn without fear of making mistakes.
- Academic errors and learning deficiencies should be addressed from an educational perspective rather than a punitive one.

REVISION: This document was updated for the 2024-2025 academic year with the participation of Semahat Pirimoğlu, Fatma Işıkol Özge, Arzu Güler, Eda ORANCI, Şebnem Günay, Zergül Güney, and Selma KALK.

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REFERENCES:

Academic integrity policy, Geneva, Switzerland, 2025

Academic integrity in the PYP, Geneva, Switzerland, 2023

Support video for academic integrity in the IB