



**THE CODRINGTON SCHOOL**  
THE INTERNATIONAL SCHOOL OF BARBADOS

## Academic Integrity Policy

**RELATED POLICIES** -- This policy should be read in conjunction with: Language Policy , Admissions Policy, Assessment Policy, Behaviour Policy, Inclusion Policy

Revised: June 2026

## Philosophy

At The Codrington School, academic integrity is a fundamental part of learning and personal growth. In line with the International Baccalaureate philosophy, we believe integrity is a choice to act honestly, responsibly, and ethically in all aspects of learning. Academic integrity builds trust, fairness, and respect within our community and prepares students for success beyond school.

As members of an IB World School community, students are expected to demonstrate the attributes of the IB Learner Profile, particularly being principled, reflective, and responsible in their academic work.

Academic integrity applies to all work completed at TCS, including classwork, assessments, examinations, creative work, collaborative projects, and digital submissions.

## Principles of Academic Integrity

Students are expected to:

- ✚ Submit authentic work that reflects their own understanding and effort
- ✚ Acknowledge the ideas, words, data, images, and creative work of others appropriately
- ✚ Use technology responsibly and ethically
- ✚ Collaborate honestly while ensuring independently assessed work remains individual
- ✚ Follow all assessment and examination expectations
- ✚ Engage in learning for understanding, not simply performance

Academic misconduct includes both deliberate and accidental actions that may provide an unfair advantage.

## Forms of Academic Misconduct

Academic misconduct may include, but is not limited to:

### Plagiarism

Presenting another person's ideas, words, images, code, media, or work as one's own.

## **Collusion**

Supporting academic misconduct by allowing work to be copied or submitted by another student.

## **Duplication of Work**

Submitting the same work for multiple assignments or assessment components without permission.

## **Examination Misconduct**

Any behaviour that compromises the fairness or integrity of an assessment, including unauthorized materials, communication, or disruption.

## **Fabrication or Falsification**

Inventing data, sources, citations, research, CAS experiences, reflections, or other evidence.







## **Misuse of Artificial Intelligence**

Using AI-generated content in ways that replace student thinking, analysis, creativity, or authorship without acknowledgment. (refer to our AI guidelines below)

## **Artificial Intelligence and Academic Integrity**

TCS recognizes that artificial intelligence is part of modern learning and professional life. AI tools may support learning when used ethically, transparently, and critically.

Students may use AI tools for:

-  brainstorming and idea generation
-  research support
-  revision and clarification
-  language support
-  organizational assistance
-  citation formatting

Students may not:

- ✚ submit AI-generated work as their own
- ✚ use AI to complete assessments unless explicitly permitted
- ✚ rely on AI in ways that replace critical thinking or authentic engagement
- ✚ fabricate sources, evidence, or citations using AI

When AI is used, students must acknowledge it appropriately according to teacher expectations. Teachers may specify different levels of permitted AI use depending on the assessment task.

## **Responsibilities**

### **Students**

Students are responsible for:

- ✚ producing authentic work
- ✚ citing sources appropriately
- ✚ acknowledging AI use honestly
- ✚ seeking clarification when unsure
- ✚ protecting the integrity of assessments
- ✚ acting ethically online and in person

### **Teachers**

Teachers are responsible for:

- ✚ explicitly teaching academic integrity skills
- ✚ designing authentic and manageable assessments
- ✚ modelling ethical use of sources and AI
- ✚ supporting students in understanding expectations
- ✚ reporting concerns fairly and consistently

### **School Leadership and Coordinators**

School leaders are responsible for:

- ✚ promoting a culture of integrity across the school
- ✚ ensuring consistent implementation of policy
- ✚ supporting staff training and student education
- ✚ investigating concerns fairly and transparently
- ✚ maintaining alignment with IB expectations

## Parents and Guardians

Parents and guardians are encouraged to:

- ✚ support honest learning habits
- ✚ reinforce responsible technology use
- ✚ encourage independence and ethical decision-making
- ✚ communicate openly with the school regarding concerns

## Use of Technology

Technology is a powerful learning tool and must be used responsibly. This includes:

- ✚ AI platforms
- ✚ search engines
- ✚ translation tools
- ✚ collaborative platforms
- ✚ online tutoring or editing services

Students remain fully responsible for all submitted work, regardless of the tools used in its creation.

## Investigation Process

Concerns regarding academic misconduct will be investigated fairly, confidentially, and proportionately.

The school will consider:

- ✚ the nature and severity of the incident
- ✚ the student's age and experience
- ✚ whether the misconduct was deliberate or inadvertent
- ✚ prior incidents or patterns of behaviour

Students will always have an opportunity to respond and reflect during the investigation process.

## Consequences

The consequences and process for academic dishonesty are outlined below and are cumulative throughout their MYP1 to DP2 years.

### Warning:

Students only in MYP1, MYP2 and MYP 3 who are dishonest in their academics will be given one warning and will receive a zero grade on the assignment. Unlike the offenses (written below), this will not be documented. However, should the student plagiarize another assignment, they will immediately have a first offense.

### First offense:

Work that is deemed to be academically dishonest will receive a zero grade. This will be applied in all cases. This grade may well have a serious effect on a final grade, and no other 'make up' assignments, or opportunities to repeat the assignment will be given. The teacher will write to the parents, student and Head of Secondary School confirming the circumstances surrounding the situation. In the high school section, students will complete a written reflection to be kept on file, and the case will be documented and kept on record.

### Second offense.

In the event that there is a second instance of academic dishonesty: The work will receive a zero grade (applicable at all grade levels) and a formal report will be written and kept on file.

Students will attend a session of After-School Reflection in which a review of the school's Academic Honesty Policies will be held. The student will again reflect in writing during this session.

The Head of Secondary School will meet with the parents and the student in-person to explain the potential consequences of a further infraction.

### Third offense:

The student will be suspended from school activities until the convening of an Academic Honesty Committee, and parents will be contacted once the decision to convene the committee is made. The committee will determine potential consequences, including if Codrington is the "right place for the student." (The Codrington School, 2024)

## **Building a Culture of Integrity**

Academic integrity is not simply about avoiding misconduct. It is about developing honesty, responsibility, trust, ethical decision-making, respect for the work of others, pride in authentic achievement

At TCS, we aim to create a culture where students learn with integrity, think independently, and contribute responsibly to a global community.