



AMERICAN INTERNATIONAL SCHOOL OF LIMBE (AISL)

Academic Integrity Policy

Policy Number: AISL-ACA-002

Category: Teaching and Learning

Approved By: Board of Directors

Effective Date: August 2026

Review Cycle: Every Two Years

"At AISL, academic integrity is more than a policy—it is a way of life. We cultivate principled learners who demonstrate honesty, responsibility, respect, and courage in every aspect of learning."

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1. Purpose

To establish a culture of honesty, ethical scholarship, authentic learning and responsible citizenship aligned with the American Common Core, the IB philosophy, and the AISL Graduate Profile.

2. Philosophy

AISL believes academic integrity is founded on honesty, trust, fairness, respect, responsibility and courage. Students are explicitly taught ethical academic practices from Day Care through High School.

3. Guiding Principles

Integrity, authenticity, fairness, ethical collaboration, respect for intellectual property, responsible technology use, student agency and continuous growth.

4. Scope

This policy applies to all students, staff, parents, volunteers and visitors participating in AISL academic programmes.

5. Definitions

Academic Integrity, Authentic Work, Intellectual Property, Copyright, Citation, Bibliography, Collaboration, Collusion, Plagiarism, Fabrication, Falsification, Cheating, Contract Cheating, Ghostwriting, Examination Misconduct, Duplicate Submission, Unauthorized Assistance and Responsible AI Use.

6. Expected Student Behaviours

Produce original work; acknowledge all sources; collaborate ethically; respect deadlines; use AI only as permitted; report academic misconduct; demonstrate honesty in all assessments.

7. Roles and Responsibilities

Students uphold integrity; teachers teach and model ethical practices; parents encourage independence; librarians support research skills; school leaders ensure consistent implementation.

8. Teaching Academic Integrity

Teachers explicitly teach research skills, paraphrasing, note-taking, APA citation (Grades 6–12), digital literacy, media literacy and ethical use of information.

9. Artificial Intelligence

AI may support brainstorming, language development and feedback when authorized. Students may not submit AI-generated work as their own, fabricate sources or use AI during assessments unless explicitly permitted. Any approved AI assistance must be acknowledged.

10. Academic Misconduct

Includes plagiarism, collusion, cheating, unauthorized collaboration, contract cheating, AI misuse, examination misconduct, fabrication, falsification of data, grade alteration and impersonation.

11. Consequences

Responses are restorative and educational. Depending on severity, consequences may include conferencing, reflection, parent notification, resubmission, academic penalties, behaviour interventions, integrity contracts or disciplinary review.

12. Investigation Procedures

Teacher identifies concern; evidence gathered; student meeting; parent notification; principal review; documented decision; opportunity for appeal.

13. Appeals

Appeals proceed from the teacher to the Division Principal, then the Head of School, and where appropriate the Board. Appeals must be submitted within ten working days.

14. Examinations

Students must follow examination regulations regarding permitted materials, technology use, attendance, late arrivals and assessment security.

15. Research Expectations

Students are expected to use credible sources, distinguish between primary and secondary sources, cite appropriately and respect copyright and Creative Commons licensing.

16. Digital Citizenship

Students use digital technologies safely, ethically and responsibly while protecting privacy, respecting others and maintaining positive online behaviour.

17. Parent Partnership

Parents support honest work, encourage independence, understand AI expectations and partner with the school in promoting integrity.

18. Policy Review

This policy will be reviewed every two years or sooner to reflect changes in educational practice, technology, accreditation or IB requirements.

Appendices

Student Academic Integrity Agreement; Parent Agreement; Staff Agreement; AI Use Declaration; Misconduct Report Form; Investigation Checklist; Appeal Form; APA Quick Guide; Citation Guide; Reflection Form; Academic Integrity Flowchart.