



The Montessori School Kingsley Inc.

ACADEMIC INTEGRITY POLICY



1. VERSION MANAGEMENT

Version	Date Published/Reviewed	Changes	Author	Date Ratified by School Board
1	2019	Separate policy created – formerly part of Student Learning Policy	IB Coordinator and Principal	
2	2022	Inclusion of IBCP components	IBCP Coordinator and IBDP Coordinator	11 August 2022
3	2025	Review	Principal	27 October 2025
4	2026	Review	IBCP Coordinator and IBDP Coordinator + Principal	27 July 2026

2. INTENT

This Policy provides a framework for staff and students to foster personal integrity and good practice in teaching, learning and assessment, and it defines the School's expectations for academic integrity.

As the nature of teaching and learning in general has shifted from knowledge that is defined and limited to a specific discipline to knowledge that is more constructed, interdisciplinary, conceptualised and not absolute, learners and educators need to adjust their understanding of the sources of that knowledge.

Across the School, students undertake research projects and assignments that require them to assess the sources used critically and acknowledge in their writing the influence of those sources. These ethical considerations form the base of our school's Academic Integrity Policy, and the School acknowledges that academic integrity is the responsibility of the whole community. This Policy aims to support the development of students who are knowledgeable inquirers who act in a principled way. <https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/effective-citing-and-referencing-en.pdf>

3. ORGANISATIONAL SCOPE

School staff, students, and board directors.

4. DEFINITIONS

Please note that the terms 'staff' and 'workers' are used interchangeably in this document.

TERM	DEFINITION
Academic Dishonesty	Academic dishonesty is defined as intentional or inadvertent behaviour which results in an unearned academic advantage or creates a disadvantage for someone else. It also includes any act that threatens the integrity of an assessment. Academic dishonesty can happen in or out of school and online.
Artificial Intelligence (AI)	Computer systems capable of performing tasks that typically require human intelligence, such as reasoning, learning, perception, and language understanding. It includes several subconcepts, such as generative AI – artificial intelligence that goes beyond analysing data to creating entirely new content. ¹
Academic Integrity	A guiding principle of education. It is a set of values and practices that expect us to act with honesty, trust, fairness, respect, and responsibility. It also comprises choices we make to act in ways that allow others to trust us. The result of these values, practices, and choices is scholarly work that is legitimate, authentic, and honest. ²

¹ The definition of AI was taken from the International Organisation for Standardisation's website on 10/05/26
<https://www.iso.org/artificial-intelligence/what-is-ai>

² Monash University (2026) 'What is Academic Integrity and Why is it Important?' <https://www.monash.edu/student-academic-success/maintain-academic-integrity/what-is-academic-integrity-and-why-is-it-important> (accessed 28/5/2026)

Assessment Task	Any work submitted digitally or via hard copy for the purpose of meeting identified learning outcomes or requirements, including assignments, essays, exams, etc., or these may be defined individually.
Board	The governing board of The Montessori School Kingsley, comprises its Chairperson, the Principal, Directors, and Heritage Directors.
Balance of Probabilities Approach	The decision maker(s) with expertise is satisfied that an event or account is more than likely to have occurred. This approach is used when deciding on a course of action in a case of academic dishonesty where evidence beyond a reasonable doubt is not available. ³
Plagiarism	Plagiarism is viewed as cheating, as it is intentionally or unwittingly taking and using the ideas, inventions, and creations without proper citing of the source, or without acknowledgement and use of any referencing style guide that may be assigned by the School.
Cheating	Cheating is viewed as endeavouring to obtain, or aiding another in attempting to obtain, credit for work or improvement in assessment by dishonest means. It includes non-compliance with internal and external examination regulations or procedures.
Collusion	Collusion happens when more than one student contributes to a piece of work that is submitted as the work of an individual. Individual assessment work should be entirely the work of the student submitting that work.
School	The Montessori School Kingsley
School Maladministration	A term used by the International Baccalaureate Organization (IBO) to mean any act by an IB World School or individual associated with the School that infringes on IB rules and regulations and potentially threatens the integrity of IB examinations and assessments. ⁴
Workers	The person who carries out work in any capacity for the School, including work as: a. an employee; or b. a contractor or subcontractor; or c. an employee of a contractor or subcontractor; or d. an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e. an apprentice or trainee; or f. a student gaining work experience; or g. a volunteer.

³ International Baccalaureate Organization (2026) "Academic Integrity Policy" pg 4

⁴ International Baccalaureate Organization (2026) "Academic Integrity Policy" pg 3

5. POLICY CONTENT

5.1 Creating and Maintaining a Culture of Academic Integrity

It is the joint responsibility of the whole school community to establish and maintain a culture of academic integrity. This is to ensure that students are supported and develop into caring, responsible, and ethical individuals. The aim of establishing this culture is also to ensure fairness for students and promote trust and credibility. Academic integrity, therefore, is part of the teaching and learning process at TMSK and embedded into the School structure.

5.2 Principal Responsibilities

- Regularly review the Academic Integrity Policy.
- Regularly review procedures for the community to observe in the case of academic misconduct or maladministration, including consequences, sanctions or actions that will apply.
- Provide teachers with effective training opportunities.
- Support teachers and students to adhere to the School's Academic Integrity Policy.
- Ensure staff, students, parents, and legal guardians understand academic honesty and consequences for students if they engage in academic misconduct.
- Provide information about what constitutes good academic practice
- Provide training and resources for staff and students to support their learning and understanding
- Ensure that teachers, support staff, students, parents, and legal guardians have access to, read and understand the School's academic integrity policy and procedures and understand the consequences for students if they engage in academic misconduct.
- Carry out or support any investigation into misconduct or school maladministration.
- Ensure class timetables and calendars are appropriate and allow students to meet the demands of courses of study.
- Declare and Avoid conflicts of interest
- Ensure policies and procedures related to academic integrity or misconduct are applied fairly and consistently.
- The Principal has the authority to decide if a student has breached the rules for academic honesty. The Principal may wish to make the decision following receipt of a report from a staff member or other person appointed to carry out the investigation.

5.3 International Baccalaureate Coordinators' Responsibilities

- Provide information about what constitutes good academic practice
- Provide training and resources for staff and students to support their learning and understanding
- Ensure that teachers, support staff, students, parents, and legal guardians have access to, read and understand the School's academic integrity policy and procedures and understand the consequences for students if they engage in academic misconduct.
- Ensure class timetables and calendars are appropriate and allow students to meet the demands of courses of study.
- Declare and avoid conflicts of interest
- Ensure policies and procedures related to academic integrity or misconduct are applied fairly and consistently
- Ensure compliance with secure storage of International Baccalaureate (IB) materials, including examinations, in compliance with IB guidelines
- Report suspected instances of IB student academic dishonesty to the appropriate body (school or IBO)

- Supervise activities related to the investigation of IB student academic dishonesty or school maladministration according to this Policy and IBO guidelines.
- Keep electronic copies of submitted assessment pieces for three years in line with IB guidelines.

5.4 Teachers' Responsibilities

Teachers must promote the importance of academic integrity within and outside the classroom, as well as:

- Define and explain to students what academic integrity is and what it involves.
- Teach students about technical aspects of academic integrity, including how to take notes appropriately, add references to a piece of work, create citations, and the appropriate use of AI.
- Provide access to information about a range of citation styles for students.
- Plan a manageable workload so students can allocate time effectively
- Monitor students' work for plagiarism, collusion, or inappropriate AI use.
- Record and report incidents of plagiarism, collusion or inappropriate AI use
- Inform students and parents of work that does not meet academic integrity guidelines
- Declare any conflicts of interest

In addition to the above, Teachers within the International Baccalaureate Diploma Programme (IBDP) and International Baccalaureate Careers Programme (IBCP) must specifically:

- Create inquiry-based tasks that allow for differentiation in learning.
- Ensure students have a full understanding of the expectations and guidelines for their subject
- Inform the relevant IB Coordinator or Principal if an act of academic dishonesty or school maladministration affects examinations and internal assessments.
- Explicitly teach Approaches to Learning (ATL) to consolidate authentic learning.
- Offer task-specific clarification of IB-mandated assessment requirements.
- Conduct interviews or conferences/discussions at various stages of IB-mandated assessment tasks to ensure students are making progress and acting with academic integrity.
- Review any IB-mandated assessment tasks that have been put through detection software
- Make sure that, where possible, assessment tasks are open-ended and differentiated to encourage academic integrity.

5.5 Student Responsibilities

- Have a full understanding (as age appropriate) of the School's *Academic Integrity Policy and Procedures*
- Complete all assignments in an honest manner and to the best of their abilities
- Give credit to sources used in all work submitted
- Abstain from acts that are academically dishonest
- Consult teachers if they are unsure about what constitutes academic integrity, dishonesty, or a technical aspect of academic integrity.
- Respond to acts of student academic dishonesty or school maladministration and report them to the appropriate teacher or IB Coordinator.
- Understand their rights as outlined by the Procedures in cases where a staff member or in the case of students in IB programmes, the IBO raises a question about the integrity of their work.

5.6 Parent and Legal Guardian Responsibilities

- Have a full understanding of the School's *Academic Integrity Policy and Procedures*
- Abstain from giving or obtaining undue or unauthorised assistance in the completion of their child's work.

5.7 Alleged Breaches of Academic Integrity

- Allegations of academic dishonesty will be reported to the classroom teachers, relevant IB Coordinator or Principal with the view that it may provide a learning opportunity.
- Breaches of academic integrity may take place inside or outside school, and those which take place outside school may still be subject to investigation. It is also important to note that academic integrity breaches may be intentional or unintentional, but in some circumstances, intention may not be relevant to an investigation and may have no bearing on the consequences.
- The School will employ a balance of probabilities approach in determining if a breach of academic integrity has taken place.
- Confirmed breaches of academic integrity will have consequences for the student(s). In some circumstances, the consequences may include completing separate tasks, re-doing a task or assessment, or a zero mark.

Please see the *Academic Integrity Procedures*.

5.8 Use of Software

The School may use plagiarism and AI detection software in the course of an investigation into potential breaches of Academic Integrity.

Any work submitted by a student may be checked for plagiarism in this manner.

5.9 Alleged Academic Dishonesty in IB Assessment Pieces or Examinations

Allegations of academic dishonesty will be reported to the classroom teacher, the relevant IB Coordinator and, depending on the circumstances, the Principal, who will investigate the matter and, if on the balance of probabilities, determine an appropriate penalty according to the School's *Academic Integrity Procedures*. This may include the award of zero (0) marks. The IBO will be notified and conduct an investigation in cases where behaviour threatens the integrity of IB assessments. Please refer to the School's *Academic Integrity Procedures* for further information regarding responsibilities, rights, processes and penalties for various forms of academic dishonesty and school maladministration.

6. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this Policy, the following positions are responsible for:

ROLE	RESPONSIBILITY
Policy Owner	The Policy Owner, the School Board, has overall responsibility for the content of this Policy and its operation in the School.
Principal	The Principal is responsible for ensuring that the requirements of this Policy are implemented, monitored and reviewed.
Workers	Ensuring they understand the information presented in this Policy.

7. RELATED DOCUMENTS

7.1 This Policy is supported by the following Procedures:

- Academic Integrity Procedures

7.2 Policies that are relevant to the operation of this Policy are as follows:

- Assessment and Reporting Policy
- Enrolment Policy
- Inclusion Policy

7.3 Internal documents that are relevant to the operation of this Policy are as follows:

- Staff Code of Conduct
- Students' Code of Conduct
- Complaints Policy and Management Process
- Assessment and Reporting Procedures
- Complaints Procedures
- Academic Integrity Procedures
- AI Guidelines

7.4 External documents that are relevant to the operation of this Policy are as follows:

- [International Baccalaureate Academic Integrity](#)
- [General Regulations: Diploma Programme](#)
- [International Baccalaureate Effective Citing and Referencing](#)