



Washington International School in Taichung

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Academic Integrity Statement:

Washington International School in Taichung (WIST) holds academic integrity as a core value. As an innovative and collaborative academic community, we believe in developing lifelong learners with the knowledge, skills, and integrity to succeed academically and professionally. Therefore, the WIST community is expected to demonstrate honesty and ethical behavior in all academic activities, including but not limited to tests, assignments, essays, and projects.

Duties and Responsibilities of the School Community:

- Students are responsible for maintaining academic integrity by doing their own work, citing sources correctly, and not cheating, plagiarizing, or using AI to generate work that is presented as their own.
- Teachers are responsible for educating students about academic integrity, identifying instances of cheating, plagiarism, unauthorized use of AI, and reporting violations to the appropriate authorities.
- Parents/guardians are responsible for supporting their children's academic integrity by encouraging honesty and ethical behavior, discussing the consequences of cheating or plagiarism, and monitoring their children's work for signs of academic dishonesty.
- Administrators are responsible for establishing and enforcing academic integrity policies, providing support and resources to teachers and students, and ensuring that all members of the school community are aware of the importance of academic integrity.
- The entire school community is responsible for fostering a culture of academic integrity in which honesty and ethical behavior are valued and encouraged. This can be accomplished through regular discussions, workshops, and activities that educate students, teachers, and parents/guardians about the importance of and adherence to academic integrity.

Academic Misconduct:

Academic misconduct is any act that compromises the integrity of the academic process and undermines the principles of honesty, trust, and fairness. This includes but is not limited to:

1. **Cheating:** Using unauthorized materials or methods to complete an assignment, exam, or other academic task. This can include copying from others, using hidden notes or electronic devices, or collaborating with others without permission.

2. **Plagiarism:** Presenting someone else's work or ideas as one's own, without proper attribution or citation. This can include copying from a book, website, or other source, paraphrasing without proper attribution, or submitting work that has been written by someone else.

3. **Fabrication:** Falsifying data, information, or sources in order to support one's own arguments or claims. This can include inventing sources, altering data, or making up information in order to make an assignment or project seem more impressive.

4. **Sabotage:** Deliberately interfering with the work of others or undermining the academic process. This can include stealing or destroying others' work, spreading false rumors or information, or disrupting class or group activities.

5. **Aiding Misconduct:** Assisting another individual in committing academic misconduct.

6. **Unauthorized Use of AI:** Submitting AI generated work that is presented as being the original work of the student.

At WIST, certain courses may allow the use of AI tools. Therefore, it is essential that we adapt and modernize our educational programs and assessment methods to ensure that students acquire the necessary skills to use AI tools ethically and proficiently, all while adhering to our unwavering commitment to the principles of academic integrity. Just as with any external source, it is crucial that we transparently indicate when a piece of work has been generated using AI software. Proper credit to the software should be provided within the body of the text, and appropriate references should be included in the bibliography.

WIST acknowledges that students and the community will utilize AI Generative tools. Students and the community are expected to use these tools in an ethical and responsible manner, with the primary goal of aiding student learning rather than a shortcut to completing work. WIST does not regard any work produced by AI generative tools to be the students' work. When students use AI tools as study aids, they are required to adhere to the following guidelines below:

- All students' work must be their own work.
- Students may use generative AI tools for:
 - Exploring potential topics of inquiry
 - Initiating searches for information sources
 - Confirming their comprehension of complex texts
 - Checking their writing for grammar and tone
- The source must be cited. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>
- AI will be treated as a tertiary source, not as a primary or secondary source.
- Any time AI is used to substantiate a summary, to paraphrase, or to quote information, it must be cited.
- More than 50 words in a row without citations will be considered plagiarism.

At WIST, we take academic misconduct seriously and expect all members of our community to act with integrity and honesty in all academic activities. Any instance of academic misconduct may result in consequences, up to and including suspension or expulsion from school.

Any form of academic misconduct, including cheating, plagiarism, and any other forms of aforementioned academic dishonesty is strictly prohibited. Such acts will not be tolerated and may result in serious consequences, including but not limited to the following:

Possible Consequences:

First offense:

- Zero points for the assignment or test
- A warning will be issued to the student
- Parent/guardian will be notified of the incident

Second offense:

- Zero points for the assignment or test
- A meeting will be scheduled with the teacher, student, and parent/guardian
- A disciplinary recommendation will be recommended to the administration

Third offense:

- A failing grade for the course
- A meeting will be scheduled with the teacher, student, parent/guardian, and administration
- Depending on the severity of the incident, suspension or expulsion from school may be considered.

The following acts of academic misconduct will result in a **warning**

- Not using electronic devices in accordance with the following school regulations:
- WIST Internet & Digital Safety Statement
- Infringement of intellectual property rights
- Academic misconduct that is deemed unintentional

The following acts of academic misconduct will result in a **minor demerit**

- Not using electronic devices in accordance with school regulations, refusing to listen to repeated corrections.
- Violation of examination rules that are minor.
- Falsely using, forging or altering documents, seals and signatures if the circumstances are minor.

- Using non teacher authorized devices during class time without the permission of the teacher and do not correct themselves after being advised.
- Intentionally engaging in academic misconduct on projects, quizzes or assignments.

The following acts of academic misconduct will result in a **major demerit**

- Not using electronic devices in accordance with class rules, refusing to listen to repeated correction, and the circumstances are serious.
- Violation of examination rules that are serious.
- Falsely using, forging or altering documents, seals and signatures if the circumstances are minor.
- Using non teacher authorized devices during class time without the permission of the teacher and do not correct themselves after being advised.
- A second offense of intentionally engaging in academic misconduct on projects, quizzes or assignments.

Procedures for reporting academic misconduct

1. Teachers will fill out the WIST Academic Misconduct Report Form, provide reference materials as evidence of the academic misconduct and inform the student's homeroom teacher that the form has been submitted to the WIST Coordinator of Academic Affairs for review.
2. The teacher will maintain the presumption of innocence and continue to grade the assignment, quiz, exam, or any other relevant assessment, while adhering to the school's procedures for addressing academic misconduct.
3. Following the above process, the Coordinator of Academic Affairs will review and submit materials and recommendation of consequences to the head of school for approval. If there are objections to the punishment recommendations during review, they will be submitted to the Student Rewards and Punishment Committee for review.
4. The decision on consequences shall be made in writing to all parties involved which must include a record of the facts, reasons and basis of the consequence, and recommendations for student improvement. The processing process and announcement should respect the confidentiality of personal information. For serious punishment, if necessary, the guardian may be asked to cooperate in counseling matters.

Consequences for academic misconduct are administered according to the following regulations:

- Consequences are divided into Honor Card Point Deductions, Warnings, Minor Offense, and Major Offense. The accumulation of disciplinary measures is as follows:
 - After accumulating 10 demerit points, it results in a Warning.
 - Three warnings are equivalent to one Minor Offense.
 - Three Minor Offenses are equivalent to one Major Offense.

Actions that may result in demerit points, warnings, minor and major demerits:

- 1 demerit point for late submission of assignments.
- Issuance of one warning for missing scheduled assignment checks.
- Failing to adhere to electronic device usage regulations and showing no improvement after verbal correction results in one warning.
- Minor intellectual property rights infringement after being reported results in one warning being recorded.
- Minor violations of examination rules result in a minor offense being recorded.

Any time a demerit point is given, it shall be a minimum of one point and a maximum of two points; any excess points shall not be recorded.

Cancellation of disciplinary action records:

1. Students who violate school regulations can obtain an application form from the Student Guidance Division. During the assessment and observation period, applicants must engage in 1 to 2 consultations per week with their homeroom teacher or counselor. The homeroom teacher or counselor is required to document the counseling sessions' details and the student's behavior on the application form, which serves as the basis for disciplinary record cancellation approval.
2. Students seeking disciplinary record cancellation must complete campus service work. Each 30-minute session of campus service can offset 1 point, and so on. Upon completion, it should be endorsed by a school authority and recorded in the counseling records.
3. During the period of record cancellation, students who violate school regulations again will receive a warning or a more severe penalty and will have their record cancellation invalidated.

Calculation Method for record cancellation:

- For those seeking clearance with a warning penalty, 6 points can offset one warning.
- For those seeking clearance with a minor offense penalty, 18 points can offset one minor offense.
- For those seeking clearance with a major offense, 36 points can offset one major offense.

Campus service should take place on regular school days without disrupting regular class hours. Students can utilize Saturdays or school-authorized times during winter and summer breaks for campus services.

Academic Integrity Acknowledgement Form

As a WIST student, I hereby pledge to act and speak with responsibility, integrity, and respect. I will not cheat, lie, plagiarize, misuse AI, or indulge in any other academic malpractice. I understand that these values extend beyond the classroom setting, to school trips, sports tournaments, and more. I am aware of the consequences that will result if I fail to uphold these values.

Student Signature: _____

Student Name and ID #: _____ Date: _____

Parent/ Guardian: _____ Date: _____

Translation Disclaimer:

The translation of this document is provided for informational purposes only. While we strive to ensure accuracy, translations may not be perfect and can vary based on context, language nuances, and other factors. Please note that the original document or text always takes precedence over this translation. While we have made every effort to provide an accurate translation, variations in language, context, and interpretation may occur. We do not accept responsibility for any errors, omissions, or misinterpretations that may occur in the translation.

AI Assistance Disclosure Statement

Artificial intelligence (AI) played a role in assisting with the creation and drafting of this document, but it underwent extensive scrutiny and refinement by human experts to guarantee its accuracy, comprehensiveness, and alignment with our school's objectives and principles.

The use of AI technology is intended to enhance the efficiency and effectiveness of our documentation development process. However, it is essential to emphasize that the final content and decisions reflect the collective input, expertise, and judgment of our team.



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Washington International School in Taichung (WIST) Academic Misconduct Report Form

Date: _____

Name of Reporting Person: _____

Contact Information (Email/Phone): _____

Name of the Student(s) Involved: _____

Grade/Class: _____

Subject: _____

Academic Misconduct: Check the Appropriate Violations:

- Cheating
- Plagiarism
- Fabrication
- Sabotage
- Aiding Misconduct
- Unauthorized Use of AI

Description of the Academic Misconduct Incident:

Please provide a detailed description of the academic misconduct incident, including the date, time, location, and any relevant evidence or witnesses. Describe the specific violation(s) and how it compromises academic integrity. Use additional sheets if necessary.

Supporting Documentation:

Please attach any supporting documentation related to this incident, including copies of the assignment, AI-generated work, communications, or other evidence that can help in the investigation. You may submit electronic files or provide physical copies.

Please Note:

In cases of suspected academic misconduct, the teacher will maintain the presumption of innocence and continue to grade the assignment, quiz, exam, or any other relevant assessment, while adhering to the school's procedures for addressing academic misconduct.

Please ensure that this form is completed accurately and submitted to the appropriate school authority in accordance with WIST's academic misconduct guidelines.

Signature: _____

Date: _____

Appendix 1: Guidelines for Student Collaboration:

1. **Clearly define the group's goals and individual responsibilities:** make sure each group member understands what is expected of them and what their individual tasks are. Clearly defining goals and individual responsibilities can help reduce the risk of misunderstandings and miscommunications.

2. **Emphasize the importance of individual contributions:** Each member of the group should be responsible for contributing his or her own original ideas and work. It is important to emphasize the value of individual contributions and to point out the potential consequences of individual members not fulfilling their responsibilities.

3. **Encourage communication:** open communication is critical to effective collaboration. Encourage students to communicate with each other, ask questions, and solicit feedback. Encourage students to use technology to facilitate communication, such as online messaging, video conferencing, or document sharing tools.

4. **Provide clear guidelines for references and citations:** Students should know how to properly cite sources when working on group projects. Provide clear guidelines for references and citations and make sure every group member understands these guidelines. Emphasize that all sources used in the project must be cited correctly.

5. **Monitor progress:** it is important to monitor the group's progress and ensure that each member is contributing equally. If problems arise, address them immediately and work with the group to resolve them.

6. **Encourage creativity and originality:** While collaboration is important, it is equally important to encourage creativity and originality. Encourage students to bring their own perspective to the project and think outside the box.

By following these guidelines, students can collaborate effectively without cheating or plagiarizing, while learning important communication, time management, and problem-solving skills.

Appendix 2: Guidelines for Citing the work of others:

1. Always give credit when you use someone else's ideas or words. This includes quotes, paraphrasing, and using ideas from someone else's work.
2. Use proper citation styles to give credit. This could include MLA, APA, or other citation styles depending on your subject and academic level.
3. If you are unsure if something needs to be cited, ask your teacher for help.
4. Don't copy and paste from the internet or another source without proper attribution. This is considered plagiarism.
5. Use quotation marks around direct quotes and include the author's name and page number (if applicable) in your citation.
6. If you are summarizing or paraphrasing someone else's work, still provide a citation to give credit to the original author.
7. Keep track of your sources as you research and write your paper. This will make it easier to create your bibliography or works cited page later on.

Remember, giving credit to the work of others is not only the ethical thing to do, it is also important for building credibility and demonstrating your own understanding of the topic.

Appendix 3: Academic misconduct as an opportunity for growth and learning:

Encourage reflection: when addressing academic misconduct, encourage students to reflect on their actions and consider why they made the choices they did. Ask them to reflect on how they could have handled the situation differently and what they can do to prevent similar incidents in the future.

Emphasize education: Instead of punishing students for academic misconduct, use these incidents as an opportunity to educate them about the importance of academic integrity and proper citation practices. Provide resources and guidance to help students better understand how to properly acknowledge the work of others.

Focus on Growth: Do not just focus on the consequences of academic misconduct, but also emphasize the potential for growth and improvement. Encourage students to take responsibility for their actions and work toward becoming more ethical and responsible scholars.

Encourage a supportive environment: create an environment where students feel comfortable talking about their mistakes and seeking advice. Encourage open communication between students, teachers, and parents to ensure that everyone is on the same page and working toward the same goal: promoting academic integrity.

By incorporating these guidelines into the academic integrity policies of WIST, students can learn from their mistakes and work toward becoming more responsible and ethical scholars.

Appendix 4: Promoting a culture of academic integrity:

1. **Educate students:** Provide students with regular education on what academic integrity means, why it is important, and how to avoid plagiarism and cheating.
2. **Model integrity:** Teachers and administrators should model integrity by demonstrating ethical behavior and honesty in their own work.
3. **Set clear expectations:** Clearly outline expectations for academic integrity in the school's policy and communicate these expectations to students, parents, and faculty.
4. **Encourage collaboration:** Encourage students to work together in a collaborative manner, while emphasizing the importance of each individual's contribution and the need to avoid plagiarism.
5. **Provide support:** Provide resources and support for students who may struggle with academic writing, such as tutoring or writing centers.
6. **Foster a sense of community:** Foster a sense of community and responsibility for maintaining academic integrity by involving parents, teachers, and students in discussions and activities related to integrity.
7. **Use technology:** Use technology tools such as plagiarism detection software to help prevent and identify instances of academic dishonesty.
8. **Celebrate honesty:** Celebrate students who exhibit academic honesty and integrity, such as recognizing them in school newsletters or during school assemblies.
9. **Hold violators accountable:** Make it clear that violations of academic integrity will be taken seriously and appropriate consequences will be given.
10. **Promote self-reflection:** Encourage students who violate academic integrity to reflect on their actions and learn from their mistakes, and provide opportunities for them to make amends and learn to do better in the future.

Appendix 5: Activities for Promoting a culture of academic integrity:

Workshops on Plagiarism and Citation:

Students can participate in workshops that explain what plagiarism is, why it's important to avoid it, and how to properly cite sources. These workshops can include interactive exercises where students practice citing different types of sources.

Create an Academic Integrity Pledge:

Have students collectively create an academic integrity pledge or code of conduct that they all agree to follow. Display the pledge prominently in classrooms and common areas as a reminder.

Case Study Analysis:

Provide students with hypothetical scenarios involving academic integrity issues. Have them analyze the situations, discuss the ethical considerations, and propose appropriate solutions.

Academic Integrity Challenges:

Organize friendly challenges where students participate individually or in teams to complete assignments or projects without resorting to plagiarism or cheating. Reward the most creative and original submissions.

Create an Academic Honesty Newsletter:

Students can collaborate to create a newsletter that highlights the significance of academic integrity, shares tips on research and citation, and showcases student achievements.

Debate on Ethical Issues:

Organize a debate competition where students argue for or against different sides of ethical dilemmas related to academic integrity. This encourages critical thinking and ethical reasoning.

Peer Review Workshops:

Teach students how to provide constructive feedback on each other's work. This helps students learn from their peers, collaborate, and understand the value of originality.

Academic Integrity Campaigns:

Launch a school-wide campaign that includes posters, social media posts, and other promotional materials to spread awareness about academic integrity throughout the campus.