



**Bali Island School**  
for a World-Class Education

# Academic Honesty Policy



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**Review Due Date: May 2027**

## BIS Guiding Statements

**Vision:** To be the school of choice for internationally-minded families and a leader of IB World Schools in Indonesia.

**Mission:** Engaging and empowering globally-minded, confident learners to reach their utmost potential in an active, creative and respectful learning community.

### **International Baccalaureate® Mission Statement**

The IB develops inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through education that builds intercultural understanding and respect.

### **International Baccalaureate® Learner Profile**

This procedure document fosters the following Learner Profile attributes:

Inquirers Knowledgeable Thinkers Communicators Principled Open-minded Caring Risk-takers  
Balanced Reflective

### **Related BIS Policies or Procedures**

**BIS POLICY MANUAL: #6.05, 6:10, 7.15**

[BIS MLA Handbook](#)

# Academic Honesty Policy

## 1. Philosophy

- BIS encourages students to take ownership of their learning, to value originality and to acknowledge other people's work.
- We want all students and staff to make an ethical commitment to producing one's own work, properly citing sources and acting with integrity and fairness. This includes transparency when using tools like generative artificial intelligence and prohibiting the submission of AI-generated content as original work.

## 2. Purpose of the Policy

- BIS is aligned with the IB Academic Integrity Policy and the IB Programme Standards and Practices, the BIS Assessment and Reporting Policy and the BIS mission and values.
- This policy establishes expectations that ensure the integrity of teaching, learning, and assessment and outlines what constitutes academic misconduct.
- The purpose of this policy is to promote and sustain a shared understanding of academic honesty, and prevent academic misconduct, across the entire school community. It guides students, teachers, and parents in making ethical choices and in understanding the importance of acknowledging the ideas and work of others. Academic honesty is a guiding principle in education that creates the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work (International Baccalaureate Organization, "Academic Integrity Policy" 3).

## 3. Guiding Principles

Key elements of Academic Honesty:

- Originality: Submitting work that is primarily your own.
- Attribution: Acknowledging all sources, ideas, and tools used.
- Ethical Conduct: Avoiding plagiarism, collusion, and cheating.
- Values: Upholding honesty, trust, fairness, respect, and responsibility.

The policy is underpinned by the following principles:

- All teaching staff have a shared understanding of IB command terms, and assessment practices that support student experience and understanding for academic honesty (including the use of artificial intelligence - AI) within teaching and learning at BIS.
- Teaching staff will model the core values of honesty, trust, fairness, respect, responsibility and courage and ensure any materials used for teaching are correctly referenced.
- Teaching staff will educate students by nurturing ethical scholarship, intentional teaching about academic integrity from PYP through to DP and ensure there are procedures for monitoring student use of AI in production of their work and assessments. There will be scaffolding for the development of student skills for

maintaining academic integrity through support, guidance, reinforcement and regular check-ins.

- Staff will set clear expectations for assessment tasks (including monitoring of student work), ensure the Academic honesty procedures are shared with BIS students and parents, provide a supportive environment where students feel comfortable in seeking help and apply rules consistently.

#### 4. Scope of the Policy

This policy applies to all BIS teaching staff, students and stakeholders. It encompasses practices related to teaching, learning, assessment and reporting

#### 5. Definitions

**Academic Misconduct** is behaviour (whether deliberate or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment/task components. Academic misconduct is when academic honesty is not practised.

**Table 1 - Academic misconduct definitions**

Academic Conduct	Academic Misconduct
<p><b>Acknowledging and Citing Sources</b> Students are expected to acknowledge and correctly cite any sources they use in their school work. This applies to all ideas, text, information, or images that were not created by the student. Widely known facts (for example, “The capital of Indonesia is Jakarta”) do not require citation. Students will receive age-appropriate instruction on how to cite and reference sources from their homeroom or subject teachers, with support from the Head Librarian.</p>	<p><b>Plagiarism</b> Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism. The improper or undisclosed use of content generated by Artificial Intelligence (AI) also falls into this category.</p>
<p><b>Collaboration</b> Legitimate collaboration is working with other students to share ideas and synthesize existing and new knowledge to improve educational outcomes. In this case each student provides his/her own contribution and if any content has been taken from another source then the source is fully acknowledged.</p>	<p><b>Collusion</b> Collusion is defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another. Assisting anyone in copying someone else’s work is also termed as collusion. This also includes work produced by someone else in the students’ life (tutor, parents/guardians etc), where the work is presented as the students own.</p>

<p><b>Proper Exam Conduct</b></p> <p>Students complete exams individually and without communicating with others, verbally or nonverbally, using only writing instruments and any formally approved reference materials. Students are aware of expectations for exams and seek guidance whenever they have questions or uncertainties.</p>	<p><b>Exam Misconduct</b></p> <p>Exam misconduct includes taking unauthorized material into an examination (whether the student uses it or not), behaviour that disrupts the examination or may distract other students, and communicating with another person during the examination for the purpose of gaining an advantage.</p>
<p><b>Original Work</b></p> <p>Each assignment must be created specifically for that task. Students are expected to produce new work that reflects what they are learning at that moment, rather than reusing or repeating work from other subjects or previous assignments. This helps students show what they understand now and supports their growth over time.</p>	<p><b>Duplication of Work</b></p> <p>Duplication of work is defined as the presentation of the same work, partially or fully, for different assessment components and/or subjects. Any reuse of materials will result in penalties applied to both subjects in which the reused work appears. (International Baccalaureate Organization, “Academic Integrity Policy” 32)</p>
<p><b>Ethical Use of AI</b></p> <p>Students may use AI tools to <i>support</i> their learning. This includes brainstorming ideas, checking grammar, clarifying concepts, or summarizing information they already understand. Any AI assistance must follow the instructor’s guidance and be acknowledged, and the final work must be the student’s own thinking, written in their own words.</p>	<p><b>Unethical Use of AI</b></p> <p>Unethical use of AI occurs when students rely on AI in ways that replace rather than support their learning. This includes submitting AI-generated text, ideas, images, or translations as their own work. It also includes failing to acknowledge AI assistance, even when the tool was used only in part.</p>

**BIS Academic Honesty Policy: Board approved (15 April 2026),**

**To be reviewed: Annually, each May**