

ACADEMIC INTEGRITY POLICY

ACADEMIC INTEGRITY PROCEDURE

In line with Açı Schools' educational philosophy, which embraces universal values, the institution aims to nurture independent, curious, and happy students.

At Açı Schools, students are offered numerous learning experiences in a safe, inspiring, encouraging, and motivating environment where they can discover their potential and interests. They are given opportunities to relate what they learn to real life and share their knowledge with peers and others.

These opportunities significantly guide our students in developing their academic, social, and emotional skills. They become aware of their responsibilities toward the community they live in, enhance their empathy skills, and learn to respect differences. Additionally, these experiences assist them in improving their organizational and communication skills. All these endeavors are based on the principles of academic integrity.

WHAT IS ACADEMIC INTEGRITY?

Academic integrity is a set of values that reflects individual honesty, correct practices in teaching and learning, and objectivity in assessment. A student who adopts the principles of academic integrity behaves ethically in all circumstances, unaffected by peer influence, family expectations, etc.

The importance of academic integrity is emphasized throughout a student's school life, highlighting the benefits of conducting academic work honestly and properly. Starting from the 1st grade, students learn to respect all forms of intellectual and creative work that are not their own and to appropriately cite the sources they use in their work. This is achieved through library programs and other educational activities that provide information about academic integrity and its significance. Teachers also serve as role models by demonstrating care for academic integrity in their own work. Parents are informed about behaviors that are inconsistent with academic integrity and support students in becoming individuals who reflect the principles of academic integrity in their lives.

ACADEMIC INTEGRITY PRACTICES

Citation is the acknowledgment of the source of any idea or work used. Whether the quoted or cited content is conveyed in its original form or by changing the narrative, the source must be cited in the text. Regardless of the form, the person transmitting information must bear the responsibility to show the source of the information. The “Bibliography” section at the end of the work is not sufficient for citing sources. The information in your work should also be shown in the text by quoting and citing. In this case, referencing includes quoting, citing and creating a bibliography.

Why should we cite sources?

1. Because we are an honest individual:

This is a sign of integrity. Suppose you are an engineer, an inventor or a thinker with a groundbreaking new idea or invention. Two months later you read an article that uses your ideas or inventions and the author of the article does not credit you for the ideas. How would you feel? Would it be appropriate if another student used your ideas for their own work and never mentioned it? A person who adopts academic honesty shows the sources they cite in their academic writings, respects the work of the people who produced the work and ideas, and acts with the principle of honesty.

2. To be able to complete a piece of work that meets expectations:

When you cite sources, you share with your teacher that you have found the right sources and that you have developed your ideas by reading them.

3. To show which of the ideas in the whole text are your own:

If you cite sources in the text, your teacher will be able to distinguish between the ideas you have read about the topic and the ideas you have developed yourself.

4. To provide an opportunity for further learning by sharing sources related to the topic:

By citing sources, you are also guiding readers to learn more by using the sources if they wish.

Originality means being done for the first time, not being a copy, not looking like someone else, being original. An original work is based on the student's individual, original ideas and research results. Therefore, all work, whether written or oral, should contain the student's own language and expression. When quoted or cited, these sources must be cited fully and accurately.

BEHAVIORS INCOMPATIBLE WITH ACADEMIC INTEGRITY

Plagiarism is presenting someone else's ideas or work as one's own without attribution. It is also plagiarism to rewrite these ideas or works in one's own words and not cite the source. Plagiarism can occur in all forms of publication and broadcasting. Students and teachers must cite the source of any quotation (drawings, pictures, photographs, maps, graphs, etc.), even from the internet.

Cheating is the use of information from another source or from another person's worksheet, assignment, project, etc. Duplication is when a student uses the same assignment, part of the same assignment or something similar in another work.

Collaboration is supporting another student's behavior that violates academic integrity. An example of condoning (collusion or collaboration) is when a student allows someone else to cheat on academic work for which the student is individually responsible or to pass off the work as his/her own.

OUR RESPONSIBILITIES WITHIN THE FRAMEWORK OF ACADEMIC INTEGRITY

A Student Embracing Academic Integrity,

- Knows that it is unethical to attempt to cheat, cheat or support cheating during written and oral assessments and adopts ethical practices.
- Knows that any behavior that will disrupt the evaluation order during written and oral evaluations will violate the rights of another student and avoids this.
- Knows that he/she should not attempt to learn written and oral assessment questions from others.
- Knows that it is unethical to access and make changes to the system records that are accessible via the internet showing their success status.
- Knows that under no circumstances should he/she make changes to his/her evaluated written papers.
- Knows that it is not appropriate to share the data obtained in home studies or projects with others without the permission of the advisor.
- Completes home studies and projects with his/her own effort and submits his/her own work.
- Quotes from another work by citing the source.
- Cites the source for all visual materials such as pictures, photographs, video footage, maps, etc. taken from websites or books.
- In cases where group work is allowed, presents the product at the end of the work in his/her own words and in an original way as in individual work.

- Knows that it would be unethical to present another student's materials, products or a part of that product as their own product and acts accordingly.
- Uses only the tools that have permission to use in applications such as measurement, evaluation, etc. (Calculator, etc.).
- Uses the ideas put forward in another work by citing the source in his/her own work.
- Uses library resources in a way that does not prevent others from doing research.

A Teacher Embracing Academic Integrity,

- Adopts the school's academic honesty policy and reflects it in his/her own practices, acts as a role model for students.
- Provides guidance to all students on academic honesty. At each grade level, opportunities are created at the beginning of each semester and throughout the process to raise students' awareness of academic honesty.
- Does not have any prejudices and avoids being judgmental during their studies and evaluations.
- Sets concrete criteria for students' success evaluations and informs students about these criteria.
- Allows students to make self-evaluation.
- Treats each student equally.
- Has the responsibility to guide students correctly during research.
- Provides students with equal access to all educational materials, achievement assessments and interviews.
- Does not refrain from discussing with students the difficulties they experience during their academic studies and shows an open and encouraging attitude towards them.
- Organizes the assessment and evaluation environment in accordance with academic integrity.

- Starts and finishes assessments on time.
- Provides equal opportunities to students before, during and after assessments.
- Is responsible for ensuring the security of the assessment papers.
- Reads the assessment papers carefully and attentively, distributes them to the students and does not make any changes in the results due to any reason other than misreadings.
- Provides tasks that allow for original thought and creativity.
- Updates the topics and questions for assessment and evaluation each year.
- Does not complete any student's homework or project on their behalf.
- Knows that in cases where academic integrity is suspected, concrete evidence is needed and applies the necessary methods to gather it.

A School That Embraces Academic Integrity,

- Ensures the implementation of the academic integrity policy across all school units and informs the school community about these rules.
- Conducts educational activities and organizes events to promote the adoption of the academic integrity policy.
- Clearly defines the situations that students, teachers, and advisors may face in the event of academic integrity violations and informs them about this issue.
- Provides the necessary technological infrastructure to support advisors and teachers in ensuring academic integrity and investigating potential plagiarism.
- Provides students with the necessary training and related guides on research techniques and scientific writing.
- Implements the necessary procedures in case of violations of academic integrity.

A Parent Who Embraces Academic Integrity,

- Adopts and supports the school's academic integrity policy and serves as a role model for the student.
- Cooperates with the school regarding the actions to be taken in case of violations of academic integrity.
- Supports and enables the student to carry out all work in accordance with the principles of academic integrity.

PROCEDURES FOR SITUATIONS INVOLVING VIOLATIONS OF ACADEMIC INTEGRITY

Firstly, the teacher discusses the situation with the student to understand the reasons behind the behavior. It is important for the student to understand why the behavior is inappropriate, and for this experience to be turned into an opportunity for the student to adopt the correct behavior.

- If a student behaves contrary to academic integrity in written assessments, their work will be evaluated according to the criteria set for the school level.
- If a student behaves contrary to academic integrity in homework, projects, presentations, or written assessments, the student's family will be informed.
- A student who violates academic integrity loses the right to represent the school or class during the same academic year.
- Inappropriate behaviors concerning academic integrity are also subject to the provisions of the Ministry of National Education's "School Award and Discipline Regulation".
- All teachers, administrators, and students are responsible for the implementation and monitoring of the academic integrity concepts mentioned above.



AÇI PRIMARY SCHOOL CITATION GUIDE

1st and 2nd Grades / Preparing a Bibliography – Citing Reference

Books	Author Last Name, First Name. Title of the Work Example: Şahinkanat, Sara. Üç Kedi Bir Dilek (Three Cats, One Wish)
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3rd and 4th Grades / Preparing a Bibliography – Citing Reference

Books	Author Last Name, First Name. Title of the Work Example: Şahinkanat, Sara. Üç Kedi Bir Dilek (Three Cats, One Wish)
Journals	Author Last Name, First Name. Journal Title Example: Dikmen, Gürün. "Tiyatro ve Kentli Olma Bilinci" (Theater and Urban Consciousness). Milliyet Sanat
Internet Sources	Author Last Name, First Name. "Page Title or Heading" Example: Jackins, Guy. "Active Voice" < http://www.georgia.edu/campusorg/psiphi/DS9/ep/503r.html >



AÇI MIDDLE SCHOOL CITATION GUIDE

MLA CITATION GUIDE (MODERN LANGUAGE ASSOCIATION)	
Book	Author Last Name, First Name. Title of the Book. Place of Publication: Publisher, Publication Date, Page Number
Journal	Author Last Name, First Name. "Title of the Article." Title of the Journal. Volume Number (Issue Date): Page Number
Newspaper	Author Last Name, First Name. "Title of the Article." Title of the Newspaper, Date
Website	Author Last Name, First Name. "Title of the Page or Article." Date
Visual	Last Name, First Name. Date
Interview	Interviewee's Last Name, First Name. Title of the Interview. Date of the Interview
ChatGPT	"Title of the Communication," Date of the Communication, and Communication Platform Example: "Write a research paper on the effects of artificial intelligence on the job market." ChatGPT, OpenAI, February 16, 2023, https://openai.com/
Perplexity	"Title of the Communication," Date of the Communication, and Communication Platform Örnek: "Write a research paper on the effects of artificial intelligence on the job market." Perplexity, February 16, 2023, https://www.perplexity.ai/

AÇI HIGH SCHOOL CITATION GUIDE

Book - Single Author	Author Last Name, First Name. Title of the Book. Place of Publication: Publisher, Publication Year
Book - Two Authors	Author Last Name, First Name, and Author First Name Last Name. Title of the Book. Place of Publication: Publisher, Publication Year
Book - More Than Three Authors	Author Last Name, First Name, et al. Title of the Book. Place of Publication: Publisher, Publication Year
Electronic Book	Author Last Name, First Name. Title of the Book. Publication Year. Accessed on Date
Encyclopedia	"Title of the Article." Title of the Encyclopedia, Publication Year
Journal	Author Last Name, First Name. "Title of the Article." Title of the Journal Volume. Issue (Year): Page Number. If no author: (Journal Title in quotation marks and page number)
Newspaper	Author Last Name, First Name. "Title of the Article." Newspaper Title, Date
Film	Title of the Film. Directed by Director Name. Production Company Name, Production Year. Film
Interview - Personal Conversation	Interviewee's Last Name, First Name. Personal Interview. Date of Interview
Electronic Texts	Author Last Name, First Name. "Title of the Text" (if source date is available). Accessed on Date

ACADEMIC INTEGRITY POLICY

Audio and Video Recordings	Director Last Name, First Name. Title of the Work. Contributions from other individuals or organizations. Format. Publisher Name, Date
Performance	Title of the Work. Author Last Name, First Name. Directed by Director Name. Performed by Actor Name. Venue of the performance. City of the performance. Date of the performance
Photograph – Self-Taken	Title describing the subject, City. Photographer’s self-taken photo. Photo date
Photograph	Artist’s Last Name, First Name. Title of the Work. Creation/Filming Year. Type. Location of the Museum/Gallery. City of the Museum/Gallery

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