Academic Integrity Policy 學術道德政策

(Updated 19 August 2022)

Purpose of this Policy 政策目的

This policy informs our school community of our beliefs and values concerning academic integrity and its implementation at PIPS. As an IB World School, our policy adheres to the IB guidelines stated in the IB standards and practice.

該政策讓本校全員了解關於學術道德的理念和價值觀，及其在 PIPS 的實施方法。作為一所 IB 世界學校，本校政策遵循 IB 標準和實踐 IB 指南。

What is academic integrity? 什麼是學術道德？

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.   (Academic Integrity, IB Publication, p.3, October 2019)

學術道德是教育的指導原則，也是一種做事負責任的選擇，讓他人可以信任我們。學術道德是合法、真實和誠信的學術作品產生過程中道德決策和行為的基礎 。（學術道德，IB 出版物，第 3 頁, 2019 年 10 月）

PIPS' Definition of Academic Integrity PIPS 對學術道德的定義

We PIPS, we value and support academic integrity. It is essential to teaching and learning. It is a set of values and skills that promote good practice in teaching and learning, ensuring that an individual's work is honest, fair and authentic while respecting and acknowledging the work of others. At PIPS, we believe the adults are responsible for modelling academic integrity.

Our programme provides for early years from ages 1 to 6 years. We mainly implement this policy through our teachers, parents, and leadership team. We aim to model academic integrity in an age-appropriate manner.

我們PIPS 重視並支持學術道德。它對教學和學習至關重要。這是一套價值觀和技能，提倡教學良好實踐，確保個人工作誠實、公平和真實，同時尊重和認可他人作品。在 PIPS，我們深信人人有責塑造學術道德模範。

我們為 1 至 6 歲的幼兒提供教育課程。我們主要通過教師、家長和領導團隊來執行此項政策。我們的目標是以適合年齡的方式培養和建立學術道德。

Roles and Rights and Responsibilities 角色、權利和責任

As a school community, it is the responsibility of the leadership team, teaching and non-teaching staff, and parents to understand and uphold our policies. (0301-03-0200)

作為學校團體，領導團隊、教師、非教學人員以及家長都有責任了解和維護我們的政策。(0301-03-0200)

To promote the culture of academic integrity, the leadership team is responsible for:

為促進學術道德文化，領導團隊應負責：

- Ensuring the skills and attitudes needed for the culture of academic integrity is evident throughout the programme
  確保所有課程所需技能和態度能提升學術道德文化

- Promoting and supporting teachers in the implementation of academic integrity in all classrooms
  促進和支持教師在所有課堂中保持學術道德

- Citing reliable sources for PD and school-related presentations such as FB posts, videos, PLCs and talks
  在學術發展日和學校相關介紹會時引用可靠的資料來源，如 FB 發 文、視頻、PLC和講座等

The teaching staff is responsible for: 教師應負責：

- Modelling the academic integrity through age-appropriate activities as listed below: (0301-03-0300)
  通過下列的適齡活動塑造和建立學術道德-(0301-03-0300)

PIPS Hong Kong (+852) 2812 6023
Tower 18, Parkview,
88 Tai Tam Reservoir Road,
Hong Kong
pipsinfo@pips.edu.hk

PIPS Kowloon (+852) 2812 6801
Podium Level, Kowloon Station,
1 Austin Road West,
Kowloon
pipsinfo-kln@pips.edu.hk

Storytelling activities 說故事	• Reading out the author and illustrator's name along with the title of the story being read 讀出作者和插畫家的姓名及故事標題 • Introducing the vocabulary 'author' and 'illustrator' and discussing their meaning 介紹:"作者"和"插畫家"並解釋討論詞彙意義
Class discussions 課堂討論	• When discussing ideas and thoughts, teachers acknowledge children's ideas by paraphrasing or using visuals such as mind-map/ child's voice to record their ideas with their names clearly stated 在討論概念和想法時, 教師通過解釋或使用視覺圖(例如思維圖/孩子的聲音)來確認學生的想法, 清晰的紀錄下來發言學生的姓名和想法
Labelling children's work with their name and title (*if applicable*) 在孩子的作品上標記姓名和題目 (如適用）	• Teachers give ownership and credit to children's work by clearly labelling child's work 教師通過清楚地標記孩子的作品, 賦予孩子所有權和榮譽感
Citing works, images, sources, and ideas of others 引用他人的作品、圖像、資料和想法時	• Artwork~ Naming the artists when introducing their work 藝術作品~ 介紹作品時說出藝術家的姓名 • Copyright~ Videos, teachers presenting on information on Seesaw, i.e., YouTube and images 版權~ 視頻、教師介紹 Seesaw 上展示的信息, YouTube 和圖像 • Social media (images & music used for videos) 社交媒體(用於視頻的圖像和音樂) • Songs on videos edited by teachers 教師編輯視頻上歌曲

PIPS Hong Kong (+852) 2812 6023
Tower 18, Parkview,
88 Tai Tam Reservoir Road,
Hong Kong
pipsinfo@pips.edu.hk

PIPS Kowloon (+852) 2812 6801
Podium Level, Kowloon Station,
1 Austin Road West,
Kowloon
pipsinfo-kln@pips.edu.hk

	● PLCs presentations and workshops PLC 演示和研討會
Reliable sources 引用可靠來源時	● Teachers are mindful that the content is from reliable and trustworthy sources and websites, i.e. MyIB. 教師應注意內容是否來自可靠且值得信賴的來源和網站，如:MyIB。

- Engaging in a dialogue with parents in matters of the importance of citing the source of information, i.e., images and articles found for research or unit learning purposes.
  與家長就引用訊息來源的重要性進行對話, 例如:為研究或單元學習目地而使用的圖像和文章。

To promote the culture of academic integrity at home, parents are responsible for:
在家中推廣學術道德文化, 家長有責任:

- Encouraging and supporting their children by modelling academic integrity at home through activities such as reading the author and the illustrators' names aloud before reading stories and when talking about
  在進行閱讀故事和討論故事等活動前大聲朗讀作者和插圖畫家的名字， 進而在家中樹立學術道德的榜樣, 鼓勵和支持孩子尊重學術道德。
- Citing websites or images for research purposes, i.e., finding images for a child-parent project done at home.
  如需在家完成搜尋圖片的親子作業等研究所需, 標註所引用網站或圖像。

Review of policy 政策審查

This policy was created in August 2021 and is scheduled to be reviewed in September 2023. During the review, information will be updated per our school's beliefs and practices and ensure our policy and practice align with IB guidelines.
(0301-03-100)

該政策於 2021 年 8 月制定, 計劃於 2023 年 9 月進行審查。 審查期間，將根據學校的信念和實踐更新信息, 以確保我們的政策和實踐符合 IB 指南。 (0301-03-100)

PIPS Hong Kong (+852) 2812 6023
Tower 18, Parkview,
88 Tai Tam Reservoir Road,
Hong Kong
pipsinfo@pips.edu.hk

PIPS Kowloon (+852) 2812 6801
Podium Level, Kowloon Station,
1 Austin Road West,
Kowloon
pipsinfo-kln@pips.edu.hk

Reference: 參考文獻：

Southlands Elementary School Academic Integrity Policy. Assessed June 2021
Children's World Academy, Academic Integrity Policy. Assessed July 2021
IB Publication, Academic Integrity 2019

Southlands 小學學術誠信政策。2021 年 6 月評量
兒童世界學院, 學術誠信政策。2021 年 7 月評量
IB 出版物, 學術誠信 2019