

Academic Integrity, Plagiarism, and AI Use Policy

At LATAM Global School, academic integrity is foundational to our educational philosophy. It encompasses the principles of intellectual honesty, respect for individual learning, and acknowledgment of others' contributions and intellectual property. Acting with academic integrity means:

- Claiming credit only for your own work and acknowledging the contributions and influences of others.
- Representing your work honestly and accurately.
- Collaborating only as allowed and authorized.
- Reporting any violations of academic integrity to a teacher, counselor, or administrator.
- Academic dishonesty extends beyond plagiarism to include lying, cheating, unauthorized use of materials for assessments, and other acts such as document falsification or theft.
- We expect students to complete all assignments and quizzes with integrity, ensuring their work is original and properly cited.

Integrity in Submissions

At LATAM Global School, we hold a fundamental expectation that all assignments will be completed independently, embodying the student's own understanding and effort. This principle extends to the responsible use of external sources, including AI-generated content, where the originality and authenticity of student submissions are paramount. To maintain the integrity of our academic environment, students are required to:

- **Adhere to Academic Integrity:** Follow the guidelines regarding plagiarism and AI misuse as outlined in this policy and within the plagiarism section of each course syllabus. This includes the proper citation of all sources and the transparent use of AI tools where permitted.
- **Ensure Authenticity:** Assignments must reflect the student's individual thought processes, analysis, and conclusions. Direct assistance from AI tools in generating work that is submitted as the student's own, without significant personal input, is considered a violation of our academic integrity policy.
- **Correct Referencing:** All sources, whether traditional publications or AI-generated content, must be accurately referenced. This acknowledges the contributions of others and distinguishes between the student's original work and that derived from external resources.
- **Consequences of Misconduct:** Non-compliance with these standards may result in academic penalties. LATAM Global School utilizes tools to check the authenticity of all submitted work. Instances of copying, improper use of AI, or any misuse of content not only undermine the educational process but also can lead to disciplinary actions, including removal from our courses and programs.

Plagiarism

Plagiarism is defined as copying or imitating another's language, ideas, or thoughts, and presenting them as one's own original work. Acts of plagiarism that will not be tolerated include, but are not limited to:

- Reproducing or reformulating another student's work.
- Having someone else write or rephrase any part of an assignment.
- Directly copying materials without acknowledging the source.
- Indirectly reproducing study materials without proper citation.
- Our curriculum from middle to high school includes a dedicated section on understanding plagiarism and correct citation practices, leaving no room for accidental plagiarism.

Use of Artificial Intelligence in Assignments

LATAM Global School recognizes the evolving landscape of digital tools and the potential benefits they bring to the educational experience. The use of Artificial Intelligence (AI) platforms for educational purposes is permitted under specific conditions to foster learning, research, and the enhancement of student work. However, it is crucial that the use of AI aligns with our commitment to academic integrity.

Guidelines for AI Use:

- **Research and Information Gathering:** Students are allowed to use AI tools for researching topics, gathering information, and enhancing their understanding of subject matter. This enables students to access a wide range of information and perspectives on their topics of study.
- **Spelling and Grammar Checks:** AI can be employed for spelling and grammar checks to improve the quality of written assignments. This helps students in refining their work and ensuring clarity in their communication.
- **Originality Requirement:** Despite the allowances for using AI tools, students must ensure that the core content, analysis, and conclusions of their assignments originate from their own critical thinking and understanding. AI-generated content should not replace the student's own intellectual effort.
- **Prohibition on Direct Copying:** Directly copying and pasting text generated by AI into assignments without proper analysis, adaptation, or citation is prohibited. Students must critically engage with AI-generated content and incorporate it into their work in a manner that reflects their own analysis and synthesis of the information.

Procedures for Handling Plagiarism and AI Misuse:

First Offense

- **Notification:** When plagiarism or improper use of AI is detected, the teacher will notify the student and their Student Service Representative (SSR) via email, providing evidence of the infraction, and return the assignment.
- **Corrective action:** The student must complete and pass the course "*Academic Integrity: Awareness and Prevention of Plagiarism.*" During this time, the active course or credit will be paused, preventing the student from progressing until the plagiarism course is passed. Once approved, the student must inform their SSR to verify and reactivate the course or credit.
- **Redo the assignment:** The student must redo the returned assignment, ensuring it is entirely free of plagiarism or unauthorized AI-generated content. The revised assignment should reflect the student's own effort and understanding, aligning with LATAM Global School's commitment to originality and honest academic work.
- **Penalty:** The redone assignment will be graded with a maximum achievable score adjusted to 80 points.
- **Documentation:** This incident will be recorded in the Comments section of the LMS within the student's profile, ensuring a record of the infraction and corrective measures taken.

Second Offense

- **Meeting:** A second violation will trigger a meeting that includes the teacher, the SSR, an Academic Department Coordinator, the student, and their representative. This meeting serves to reinforce our policies and outline the consequences of repeated offenses.
- **Suspension:** The student will face a one-week suspension, applied immediately without pausing the subscription fee, reflecting the seriousness of the offense.
- **Grade Impact:** The work identified as plagiarized or as AI misuse will be awarded one point, directly affecting the student's academic record.
- **Documentation:** This incident will be documented in the Comments section of the LMS within the student's profile, ensuring a record of a second offense and the remedial steps taken.

Third Offense

- **Further Discussion:** A third infraction leads to a meeting with the student, their representative, and the vice-principal. This discussion focuses on the potential for expulsion, in accordance with our established policies, highlighting the critical nature of academic honesty.

Note: Plagiarism offenses are cumulative across subjects, not isolated to single instances within different courses.