学术诚信政策
ACADEMIC INTEGRITY POLICY

西安曲江康桥学校
Xi'an Qujiang Kang Chiao School

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第一部分：政策基础 Part One: Policy Foundation

学术诚信政策之目的　PURPOSE OF KCISXA ACADEMIC INTEGRITY POLICY

学术作弊行为破坏了教学目标，否定了学生遵循个人与学术诚信原则的权利。西安曲江康桥学校坚信，弘扬学术诚信原则是整个教育系统的责任。因此，学校致力于营造一种新的学习环境，促进学生之间相互尊重，以实现学术诚信的价值。学术诚信与 IB 课程学习者培养目标 "坚持原则" 相关，即所有学生在进行询问、探索和采取行动时，应以正直和诚实原则来规范行为。（《IB 课程教育环境中的学术诚信原则》，2014 年，第 3 页）

Academic dishonesty undermines the purpose of education and denies students their right to personal and academic integrity. Kang Chiao International School Xi'an Qujiang Campus (KCISXA) believes that promoting academic integrity is a shared responsibility of the entire school community and seeks to foster a learning environment that cultivates a healthy respect for the value of academic honesty among students. Academic integrity aligns with the IB learner profile attribute, Principled, where all learners are encouraged to "act with integrity and honesty as we question, inquire, and act" (Academic Honesty in the IB Educational Context, 2014, p.3).

本文旨在清晰地展示西安曲江康桥学校学术诚信原则的实施与监督情况，以及面对质疑时公平且一致的处理程序。这是所有教师、管理者、家长和学生的必读物。

This document aims to provide a clear and transparent outline of how academic integrity is implemented and monitored at KCISXA, along with the procedures in place to fairly and consistently address situations where academic integrity may be in question. It is essential reading for all teachers, administrators, parents, and students.

学术诚信政策与其他学校政策之连结　ACADEMIC INTEGRITY POLICY LINK TO OTHER POLICIES

招生政策 ADMISSION POLICY

在招生期间，学校将组织学生及家长讨论学术诚信原则。学生和家长需根据指导阅读并签署中学项目的《学术诚信同意书》。

During the admissions process, the Academic Integrity Policy is discussed with students and parents. Both are asked to review and sign the Academic Integrity Agreement for the Middle Year Programme.

评估政策 ASSESSMENT POLICY

在每一项评估任务开始之前，教师和学生将讨论学术诚信原则的重要性。针对特定任务模式下可能出现的不当行为进行审查，并在任务开始前采取措施防止不当行为的发生。例如，正确改写、记录文献、理解个人作品的重要性以及引用图片等方面。

Teachers discuss the importance of the Academic Integrity Policy with students before each assessment task. Specific forms of potential malpractice related to the task are reviewed, and strategies to prevent malpractice are examined. For example, students are guided on how to paraphrase properly, keep track of references, understand the importance of individual work, and cite all sources, including photographs.

融合教育政策 INCLUSIVE POLICY

即使学生有特殊教育需求，任何形式的学术欺骗行为都不可容忍。学生将根据学术诚信原则承担相应后果。

Even if a student has Special Education Needs (SEN) accommodations, any form of academic dishonesty will not be tolerated. The student may face consequences in line with the Academic Integrity Policy.

将人工智能（AI）使用纳入 IB MYP 学术诚信政策 Incorporating Artificial Intelligence (AI) Usage into IB MYP Academic Integrity Policy

随着人工智能（AI）在教育领域的重要性日益凸显，IB MYP 学术诚信政策必须直接涉及对其使用的规范。与其禁止 AI，限制学生接触他们在生活中会频繁遇到的工具，不如通过政策引导学生和教师负责任、合伦理和有效地使用 AI。通过教导学生如何适当使用 AI，我们可以加强学术诚信的价值观，同时帮助他们批判性地应对技术的挑战。
As artificial intelligence (AI) becomes an increasingly prominent tool in education, the IB MYP Academic Integrity Policy must address its use directly. Instead of banning AI, which limits students' exposure to tools they will encounter throughout their lives, this policy can guide students and teachers in the responsible, ethical, and productive use of AI. By teaching students how to work with AI appropriately, we can reinforce the values of academic integrity while preparing them to engage critically with technology.

IB MYP 学术诚信政策**不应禁止 AI，而应鼓励其合伦理且负责任的使用**。在学生适当使用的前提下，AI 可以支持学习、增强创造力，并辅助研究。学生不应将 AI 视为捷径，而应将其作为一种需要深思熟虑和批判性评价的补充工具。AI 可以帮助产生创意、扩展理解和提升技能，但学生必须认识到自己承担原创作品的责任，并对任何 AI 生成的帮助进行准确标注。在政策中融入 AI 素养符合 IB MYP 致力于为学生应对数字化世界做准备的宗旨。
The IB MYP Academic Integrity Policy does not ban AI but will promote its ethical and responsible use. AI can support learning, enhance creativity, and aid research if students understand how to use it appropriately. Instead of treating AI as a shortcut, students should see it as a supplement that requires thoughtful application and critical evaluation. AI can help generate ideas, expand understanding, and refine skills, but students must recognize their responsibility to produce original work and to accurately credit any AI-generated assistance. Integrating AI literacy into the policy aligns with the IB MYP's commitment to prepare students for a digitally evolving world.

A 教师的责任：教导正确使用 AI

教师在树立榜样和教授负责任的 AI 使用方面起着至关重要的作用。根据 IB MYP 的指南，教师应帮助学生建立研究、自我管理和伦理推理技能 —— 这些是有效使用 AI 工具的基本能力。教师有责任将 AI 教学纳入课堂，帮助学生理解这些工具的功能和局限

性。这包括教导学生在何时使用 AI 会有帮助（例如，头脑风暴或信息总结）以及何时使用 AI 可能会影响独立技能的培养（例如，使用 AI 生成文字作品而没有个人输入）。教师还应强调引用任何 AI 协助作为学术诚信的一部分，从而加强政策在透明性和原创性方面的立场。

Teachers play a crucial role in modeling and teaching responsible AI use. According to the IB MYP guidelines, teachers should help students build research, self-management, and ethical reasoning skills—essential for navigating AI tools. Teachers are responsible for integrating AI instruction into their classes to help students understand the capabilities and limitations of these tools. This includes teaching students when AI might be beneficial (e.g., brainstorming ideas or summarizing information) and when it might detract from the development of independent skills (e.g., using AI to produce written work without personal input). Teachers should also emphasize the importance of citing any AI assistance as part of academic honesty, reinforcing the policy's stance on transparency and originality.

B 学生的责任：合伦理地使用 AI 工具

在 MYP 框架内，学生应成为有原则的学习者，珍视诚实和责任。因此，学生必须理解 AI 在学术诚信中的作用。他们必须学会将 AI 作为学习工具，而不是代替自己的作品。学生应该知道如何评估 AI 生成的内容、有意义地将其融入作品中，并适当引用以标明他人的想法和信息。通过负责任地使用 AI，学生可以增强理解和研究，同时坚持 IB MYP 学术诚信政策的原则。

In the MYP framework, students are expected to develop as principled learners who value honesty and responsibility. Therefore, it's essential that students understand AI's role within academic integrity. They must learn to use AI as a tool for learning, not a replacement for their own work. Students should know how to evaluate AI-generated content, integrate it meaningfully, and cite it appropriately to give credit for ideas and information that are not their own. By using AI in a responsible way, students can enhance their understanding and research while upholding the principles of the IB MYP Academic Integrity Policy.

第二部分：责任与义务 Part Two: Responsibilities and Obligations

学校全体的责任　RESPONSIBILITIES OF SCHOOL STAKEHOLDERS

为了尊重知识产权并对学生的个人作品负责，整个学校社区致力于创建并维护一个良好的学习环境，以倡导学生作品的原创性。To respect intellectual property and promote responsibility for one's own work, the entire school community strives to create and maintain a learning environment that celebrates the originality of student work.

学校责任　SCHOOL RESPONSIBILITIES

作为 IB 世界学校，西安曲江康桥学校遵守 IB 的课程标准与课程实践，并将学术诚信政策的发展与提升视为共同愿望与迫切需求。
As an IB World school, KCISXA adheres to the IB Standards and Practices, which require the development and promotion of an Academic Integrity Policy.

学校将确保所有处于适当年龄和年级的学生能够做到以下几点：
The school will ensure that all students, according to their appropriate age and grade level, will:

1. 理解学术诚信的构成以及真实可信的作品。Understand what constitutes academic integrity and an authentic piece of work.
2. 获得关于学术写作和资源引用技巧的指导。Receive guidance on the skills of academic writing and acknowledging sources.
3. 理解不当行为的构成，尤其是剽窃和舞弊。Understand what constitutes malpractice, particularly plagiarism and collusion.
4. 了解不当行为被发现后会产生的后果。Know the consequences of being found guilty of malpractice.
5. 学校还将采取以下措施：The school will also:
· 提供一个安全的环境，促进学生学习。

Provide a safe environment that promotes student learning.

·为教师提供职业发展机会，包括在职培训和外部研讨会。

Provide professional development opportunities for teachers, including in-service and external workshops.

·根据需要及时审查和更新学术诚信政策，以确保其正确实施。

Review and update the Academic Integrity Policy as needed and ensure that it is implemented appropriately.

教师责任　TEACHER RESPONSIBILITIES

学校期望教师熟悉学校的学术诚信政策，并在必要时为学生提供建议和指导。同时，鼓励教师在课堂上明确规划和传授学术诚信原则，确保其内容适合学生的发展阶段。
Teachers are expected to uphold the school's Academic Integrity Policy and provide students with advice and guidance as needed. They should explicitly plan and teach academic integrity concepts within their classes, ensuring that the content is developmentally appropriate.

具体而言，教师应做到以下几点：
In particular, teachers should:

1. 树立良好的学术实践榜样。Model good academic practice.
为学生提供范例，展示如何引用各种不同的资源。Provide students with examples of how to cite a variety of different sources.
2. 为保持一致性，西安曲江康桥学校建议所有学生使用 MLA 9 引用格式。For consistency, KCISXA suggests that all students use the MLA 9 System of referencing.
3. 指导学生正确改写。Provide guidance in how to correctly paraphrase.
4. 开展真实性评估并提供具体说明，帮助学生形成自己的思维模式、假设、分析等。Develop authentic assessments and provide specific instructions to help students generate their own ideas, hypotheses, analyses etc.
5. 提供形成性评估和反馈，评估资源和观点的真实性。Provide formative assessment and feedback that evaluate sources and the authenticity of ideas.
6. 适当地通过网络／搜索引擎／英文论文检测网站 turnitin.com 等途径检测所有学生的总结性评估作业。Ensure that all summative work is submitted through websites, search engines, or plagiarism detection tools such as turnitin.com, as appropriate.

学生责任　STUDENT RESPONSIBILITIES

学生的基本责任是确保作业的真实性。西安曲江康桥学校期望所有学生在学术和非学术活动中都能诚实公正。这也是学生成为独立自主学习者的重要部分。Students are ultimately responsible for ensuring that their work is authentic. All KCISXA students are expected to be honest and fair in both their academic and non-academic pursuits. This commitment is part of the expectation for students to become independent and self-reliant learners.

西安曲江康桥学校的学生需要理解以下几点：The KCISXA student understands:

1. 对自己的作业负最终责任，并承担违反该政策的后果。That they are ultimately responsible for their own work and that the consequences of any breaches of this policy will be theirs alone.
2. 学术诚信原则在终身学习中的重要性。The importance of academic integrity in the development of lifelong learning.
3. 违规行为包括剽窃、串通舞弊以及考试作弊等。Examples of malpractice, including plagiarism, collusion and cheating in tests and examinations.
4. 弘扬坦诚与真实的美德。That they are required to uphold the virtues of integrity and truth.
5. 区分学术欺骗、知识产权、剽窃和原创著作权的差异。The difference between academic dishonesty, intellectual property, plagiarism and authentic authorship.

家长责任　PARENT RESPONSIBILITIES

重要的是，家长应仔细阅读学术诚信政策并理解违规行为的后果。家长应与孩子讨论学术诚信政策，加深对该规定及其基本原理的理解。家长和学生可以通过学校网站了解该政策。It is important that parents read the Academic Integrity Policy and understand the consequences of malpractice. Parents should discuss the Policy with their child and reinforce the regulations and rationale behind it. The Academic Integrity Policy is available on the school's website.

当一名新生被西安曲江康桥学校的中学项目录取时，面试过程通常会涉及对学术诚信政策的讨论以及对学校具体政策的重点讨论，以确保学生和家长都理解其重要性。校长或 MYP 协调员将负责此次面试。
When a new student enrolls in the Middle Year Programme at KCISXA, part of the interview process will involve discussing the Academic Integrity Policy in general and

the school's specific policies in particular. This ensures that both student and parents understand its importance. The interviewer, either the Principal or the Middle Year Coordinator, will be responsible for this discussion.

家长和法定监护人的理解与合作是鼓励学生遵循学术诚信原则的关键因素。
Parental and legal guardians' understanding and cooperation are key factors in encouraging academic integrity among students.

第三部分：学术诚信规范 Part Three: Academic Integrity Standards

学术不当行为　Academic Malpractice

学术舞弊的四个主要方面　Four Major Areas of the Academic Disintegrity

- **剽窃**：这被定义为将别人的思想或者作品作为自己的来使用。
  Plagiarism: Representing the ideas or work of another person as one's own. This includes using someone else's words, ideas, or work without proper citation or acknowledgment.
- **串通舞弊**：这被定义为支持其他学生的不当行为，例如抄袭他人或允许他人抄袭或将他人的作品提交评估。
  Collusion: Supporting malpractice by another student. This may include allowing one's work to be copied, copying another's work, or submitting work on behalf of another student for assessment.
- **作品复制**：这被定义为相同的作品被使用到不同的评定环节或者项目需求当中。
  Duplication of work: Submitting the same work for different assessment components or program requirements. This occurs when a student reuses their own work across multiple assignments or classes without permission.
- **版权侵犯**：这可以有很多的形式但是包括未经授权使用专利、已注册外观专利、已注册商标和版权所有。这些权利应得到尊重，并通常受到法律保护。
  Copyright Infringement: Unauthorized use of legally protected materials, such as patents, trademarks, and copyrighted works. Copyright infringement may include using images, videos, articles, or other materials without permission or proper citation. These rights must be respected and are generally protected by law.
- **在个人作品中使用 AI**：将人工智能生成的内容呈现为完全原创的作品而不进行披露。这包括使用人工智能工具创建文本、图像或解决方案而没有任何说明，进而误导评估者，并破坏学生提交作品的真实性。为了维护学术诚信，适当的引用和透明度关于人工智能的角色是至关重要的。
  Use of AI as Own Work: Presenting AI-generated content as entirely original work without disclosure. This includes using AI tools to create text, images, or solutions without acknowledgment, which misleads assessors and undermines the authenticity of student submissions. Proper citation and transparency regarding the role of AI are essential to uphold academic integrity.

其他形式的学术不当行为包含任何为学生获得不公平优势的行为，或者影响其他学生成绩的行为（例如：将未经许可的资料带入考场、考试期间行为不当、伪造或篡改创意、活动或者服务记录）。下表提供了一些学术舞弊行为的情况概述；这些情况与处理办法仅作为参考，并不涵盖所有可能出现的情况。

Other forms of academic malpractice include any actions taken to gain an unfair advantage or to negatively impact the results of others. Examples include:

- Bringing unauthorized materials into an examination room
- Engaging in misconduct during an examination (such as communicating with other students)
- Falsifying records, such as Creativity, Activity & Service (CAS) documentation

The following tables outline example situations and potential consequences for academic malpractice. These are not exhaustive but offer general guidance on handling academic misconduct cases.

MYP 课程中有关舞弊情况举例　Examples of fraud in MYP courses

情境 Scenario	处理办法 Consequences
两名学生提交了一份相同的内部评估作业（例如：实验报告、统计） Two students hand in identical work for an internally assessed assignment (e.g. lab report, statistics).	学科老师将完成一份事件报告，提交给课程组长并通知 MYP 协调员。课程组长和 MYP 协调员要求举办老师、学生和家长见面，解释可能造成的后果。事件调查结果将与学生和家长共享并存档。这项作业将**不会被评估及以零分计**。 The subject teacher completes an Incident Report and submits it to the Curriculum Coordinator, while notifying the MYP Coordinator. The Curriculum Coordinator and MYP Coordinator then arrange a meeting with the teacher, students, and parents to explain potential future consequences. The Incident Report is shared with both the students and their parents and kept on file. The assignment is not assessed, **and a zero is recorded for the work**.

情境 Scenario	处理办法 Consequences
一名学生在一次内部考试中抄袭他人作业，或将未经授权的资料带入考场（笔记、电话、储存卡等） A student copies from another student during an internal exam or brings unauthorized material into the exam room (such as notes, a phone, or flashcards).	监考人员立即向课程组长和 MYP 协调员报告任何作弊行为，并通知校长。课程组长和 MYP 协调员将要求与校长、学生和家长开会讨论该事件。如果确定作弊行为属实，该学生考试成绩以零分计，并且将被学校停课，事件报告也将会永久存档。多次违反校规可能会被开除学籍。 The invigilator immediately reports any suspected malpractice to the Curriculum Coordinator and MYP Coordinator, who then inform the Principal. The Curriculum Coordinator and MYP Coordinator will arrange a meeting with the Principal, the student, and the student's parents to discuss the incident. If the malpractice is confirmed, the student will receive a zero for the exam, be suspended from school, and an Incident Report will be placed in their permanent file. Repeated offenses
在 IB 考试期间，学生抄袭或试图与他人交流，或携带未经授权的材料（笔记、电话、储存卡等）参加考试 A student copies, attempts to communicate with another, or brings unauthorized materials (such as notes, a phone, or flashcards) into an IB examination.	中学项目的详细流程规定：学术诚信和 IB 课程考试均由 MYP 协调员组织安排。 监考人员立即向 MYP 协调员报告任何作弊行为，同时尽快写好一份事件报告并上报给校长。校长将要求与 MYP 协调员、学生和家长开会讨论该报告，并做好会议记录。同时要求学校向国际中学项目组织报告这一事件以供审查，这可能导致考生在考试中没有成绩，因此没有机会获得 IB 成绩单。 Procedures specified in the Middle Years Programme: Academic Honesty and the Conduct of IB Examinations will be followed, led by the MYP Coordinator. The invigilator immediately reports any malpractice incident to the MYP Coordinator and writes an Incident Report, which is submitted to the Principal. The Principal will arrange a meeting with the MYP Coordinator, the student, and the parents to discuss the report, and a transcript of this meeting will be recorded. The school is also required to report the incident to the International Baccalaureate for review. This may result in the candidate receiving no grade for the exam or subject, which could prevent them from receiving their official IB grade report.

MYP 评估样本表以及如何建立学术诚信 Sample table of MYP assessments and how academic integrity is built in:

个人项目研究/创意作业等 **Personal Project/Creative Work/Independent Work**	1. 在项目开始前，教师会强调数据准确与原创的重要性。Data Accuracy and Originality Before the students submit their works or projects, teachers will emphasize the critical importance of reporting data accurately and maintaining originality. This sets a foundation for students to understand their responsibilities in creating authentic work. 2. 鼓励学生和监督人在他们的相互交流以及口试中对其资料来源进行讨论。Discussion of Sources. Students and their supervisors are encouraged to engage in discussions about the sources used during their interactions and in the Viva Voce presentation. This collaboration dialogue helps students articulate their research processes and enhances their understanding of how to properly acknowledge sources, fostering a culture of integrity. 3. 学生与监督人需共同签署文件，确认个人项目的原创性。 Attestation of Originality. Both students and supervisors must sign a cover sheet attesting to the originality of the personal project. This formal agreement reinforces the expectation that students take personal responsibility for their work while also holding supervisors accountable for guiding and supporting students in maintaining academic integrity.
口头陈述 **Oral Presentation**	1. 提醒学生在陈述中展示所引用的作业清单。例如，可以在 PPT 演示文件的最后一张幻灯片上呈现，或者以单独的文件形式随作业一同上传。这样可确保所有引用来源都能得到恰当的标注。Students are reminded to present a list of cited works in their presentations. For instance, this could be shown on the last slide of a PowerPoint presentation or uploaded as a separate document along with the assignment. This ensures that all sources are properly credited. 2. 尤其要鼓励学生承认使用了他人（无论是同学还是老师）的观点，可以通过口头方式，也可以在作业的引用部分加以说明。这种做法有助于强化对知识产权的尊重。Students are strongly encouraged to acknowledge any ideas from others (peers or teachers) that they have incorporated. This can be done verbally or by stating them in the cited section of the assignment. This practice reinforces respect for intellectual property.

小组活动 **Group Work**	1. 在知识理论的文稿演示中，学生应以最多三人一组的形式进行分工合作。小组中的所有学生都承担同等责任，以确保每个人都能正确地确认资料来源，包括在演示中引用的图像注明出处、在专门的幻灯片上列出参考文献，以及认可其他学生或老师的想法等。In presentations of knowledge theory, students should work in groups of up to three and collaborate through division of labor. All students in the group bear equal responsibility to ensure that each person can accurately identify the sources of their materials. This includes attributing the images used in the presentation, listing references on a dedicated slide, and acknowledging the ideas contributed by other students or teachers. This shared responsibility encourages a collaborative approach to academic honesty. 2. 现在小组中的所有学生都获得相同的分数，这意味着每个人都要对未能正确确认资料来源所产生的后果负责。这种方式进一步强调了真实作业和协作的重要性。All members of the group now receive the same grade, which means that each student shares responsibility for the consequences of any failure to properly acknowledge sources. This system further emphasizes the importance of authenticity in group work and encourages members to hold each other accountable for maintaining academic integrity.
考试 **Exams**	1. 针对所有 MYP 的学生开展小组咨询活动，以检查考试的进行方式以及不遵守规则的后果。该活动将在 IB 考试前重复进行。Advisory Sessions on Exam Conduct A group advisory session is conducted for all MYP students to review exam procedures and the consequences of academic dishonesty. This session is repeated before IB exams to provide a clear understanding of acceptable conduct and reinforce the values of integrity and responsibility. 2. 考试指导海报和其他文献将通过电子邮件分发给学生，学生可以在学校网站或所在班级公告栏查看。Distribution of Exam Guidelines Exam conduct guidelines and other relevant documents are distributed to students via email. Students can view them on the school website or on the bulletin board in their homeroom. This ensures that students are fully informed of the expectations and emphasizes the importance of integrity in assessments.

人工智能使用规范 Guidelines for AI Usage

- **禁止事项** Prohibited Items:
  - 直接使用 AI 生成的答案作为作业提交 Directly submitting AI-generated answers as homework
  - 未经声明使用 AI 辅助完成评估任务 Using AI assistance for assessment tasks without declaration
  - 使用 AI 替代个人思考和创作过程 Using AI to replace personal thinking and creative processes
- **允许范围** Permitted Scope
  - 在教师指导下合理使用 AI 工具 Using AI tools appropriately under teacher guidance
  - 将 AI 作为研究和学习的辅助手段 Using AI as a supplementary tool for research and learning
  - 明确标注 AI 工具的使用情况 Clearly indicating when AI tools have been used

参考文献指南   Guidelines on Referencing

General Tips for MLA Citations

1. Follow the Basic Format:

For books:
- Author's Last Name, First Name. *Title of Book*. Edition (if applicable), Publisher, Year of Publication. DOI/URL (if applicable).

For articles:
- Author's Last Name, First Name. "Title of Article." Title of Journal, vol. number, no. number, Year, pages.

For websites:
- Author's Last Name, First Name. "Title of Webpage." Website Name, Publisher (if different from website name), Publication Date, URL.

2. Use Hanging Indentation:
- In the Works Cited list, use a hanging indent for each entry. The first line is flush left, and subsequent lines are indented by half an inch.

3. Alphabetize Your Works Cited:
- List entries in alphabetical order by the author's last name. If there's no author, alphabetize by the title (ignoring any initial articles like "A," "An," or "The").

4. Include All Necessary Information:

- Ensure you provide complete information for each source. Missing details can make it difficult for readers to find your sources.

5. Italicize Titles:
   - Italicize the titles of books, journals, and websites. Use quotation marks for articles, essays, or chapters in books.
6. Be Consistent with Punctuation:
   - Pay attention to punctuation throughout your citations. Use periods, commas, and italics consistently according to MLA rules.
7. Cite Page Numbers:
8. For direct quotes or specific references, Include page numbers in parentheses after the author's name (e.g., Smith 123). For sources without page numbers (e.g., websites), use paragraph numbers (e.g., para. 5) or omit if unavailable.

In-Text Citations:
   - When referencing a source in your text, include the author's last name and the page number in parentheses after the quote or paraphrase (e.g., "Quote" (Smith 123)).
9. Always prioritize including the DOI (Digital Object Identifier) in the format doi:10.xxxx/xxxx. If no DOI is available, provide a stable URL:
   - If available, include the Digital Object Identifier (DOI) for articles in your citations to provide a permanent link.
10. Check for Specific Requirements:
   - If your instructor has specific requirements for MLA formatting, ensure you adhere to those as well.

参考资料列表　Examples of references for a range of materials

书目 **Books**	Gillette, J. Michael. *Theatrical Design and Production*. McGraw-Hill, 2000.
期刊 **Journal**	Smith, John. "The Future of Learning in a Digital Age." *International Journal of Educational Technology*, vol. 12, no. 3, 2020, pp. 45-60. doi:10.1234/ijetc.2020.456. Accessed 6 Nov. 2024.
报纸 **Newspaper**	Campoy, Ana. "Gasoline Surges in Southeast Asia After Ike." The Wall Street Journal, 23 Sept. 2008, p. A14. Print.
影音 **TV/Radio**	"The Saudi experience." Prod. Mary Walsh. Sixty Minutes. CBS. WCBS, New York, 5 May 2009. Television.
电影 **Film**	Girls Just Wanna Have Fun. Directed by Alan Metter, performance by Sarah Jessica Parker, New World Pictures, 1985. Film.
录音 **Sound recording**	Corgan, Billy, and Butch Vig. "Today." Siamese Dream, Smashing Pumpkins, Virgin Records America, 1993. CD.

采访 **Interview**	Abdul, Paula. Interview by Cynthia McFaddon. Nightline, ABC, 23 Apr. 2009. Television.
网址 **Website**	Provenzano, Nicholas. "Project Based Learning and The Great Gatsby." *The Nerdy Teacher*, 3 May 2016, www.thenerdyteacher.com/2016/05/project-based-learning-and-great-gatsby.html.
线上期刊文章 **Online Journal Articles**	Smith, John. "The Future of Learning in a Digital Age." *International Journal of Educational Technology*, vol. 12, no. 3, 2020, pp. 45-60. doi:10.1234/ijetc.2020.456. Accessed 6 Nov. 2024.
电子书 **E-book**	Austen, Jane. Pride and Prejudice. Project Gutenberg, 2008. www.gutenberg.org/ebooks/1342.
AI 生成内容	"How to Cite AI in MLA." *ChatGPT*, version 4, OpenAI, 6 Nov. 2024, chat.openai.com/chat.

现在可以用网名或者账户名来代替作者的名字。例如：

@WSJ. "从住房拥有率来看，X 一代从 2004 年最成功的一代发展成 2015 年最不成功的一代。"来自 Twitter，2016 年 4 月 8 日，下午 16 点 30 分。网站链接：www.twitter.com/WSJ/status/718532887830753280.

It is now acceptable to use online handles or screen names in place of authors' names. Example:

@@WSJ. "Inflation Hits a 40-Year High as Prices Surge Across the Board." *X*, 12 Mar. 2023, 2:15 p.m., www.x.com/WSJ/status/1634582369201208320.

在更早版本的 MLA 格式手册中，至于网站链接是否应该包含在引用中，则由教师自行决定。在 MLA9 格式中，强烈建议在引用中包含一个网站链接。即使已经是过时的链接，仍然有可能在网上查询相关资料。需要记住在引用时需省略链接中的"http://"或"https://"。

MLA 9 provides updated recommendations for citations, including the following key points:

- Inclusion of URLs: URLs should always be included in citations, making it easier for readers to locate sources online.
- Omission of "http://" or "https://": When citing web sources, omit "http://" or "https://" from the URL.
- Use of DOI: If available, a Digital Object Identifier (DOI) should be included for academic articles, as it provides a permanent link to the content.
- Citing Social Media: When citing social media posts, include the author's name (or handle), the content of the post, the platform (e.g., Instagram, "X", etc.), the date, and the URL.
- Core Elements: MLA 9 emphasizes the importance of using core elements in citations, which include:

- o Author
- o Title of source
- o Title of container
- o Other contributors
- o Version
- o Number
- o Publisher
- o Publication date
- o Location (pages, DOI, or URL)

These guidelines aim to create clear and consistent citations that facilitate research and allow readers to locate sources effectively.

电子资料库列表　Examples of references for electronic resources

所有网站 **Entire Website**	*The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.purdue.edu. Accessed 23 Apr. 2008.
网页 **A page on a website**	"How to Make Vegetarian Chili." eHow, Demand Media, n.d. www.ehow.com/how_1234567_make-vegetarian-chili.html. Accessed 24 Feb. 2009
在线图片 **An online image**	Goya, Francisco. The Family of Charles IV. 1800, Museo Nacional del Prado, Madrid. Museo Nacional del Prado, www.museodelprado.es/en/collection/artwork/the-family-of-charles-iv/8f69c654-3204-4877-8f90-45f4e7d48a53. Accessed 22 May 2006.
网络杂志文章 **An article in a web magazine**	Bernstein, Mark. "10 Tips on Writing the Living Web." A List Apart, 16 Aug. 2002, alistapart.com/article/writing-the-living-web/. Accessed 4 May 2009.
已出版在线学术期刊文章 **An article in a scholarly journal online that is also in print**	Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." Emerging Infectious Diseases, vol. 6, no. 6, 2000, pp. 595–600. www.cdc.gov/eid/article/6/6/00-0601_article. Accessed 8 Feb. 2009.
在线学术期刊文章 **An article in a scholarly journal - online only**	Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." Social Work and Society: The International Online-Only Journal, vol. 6, no. 2, 2008, www.socwork.net/sws/article/view/4. Accessed 20 May 2009.

电子邮件（包含电子邮件访谈） **Email (including email interviews)**	Kunka, Andrew. "Re: Modernist Literature." Received by [Recipient's Name], 15 Nov. 2000.
在线数据库 **Online Database**	Ahn, Hyunchul, and Kyoung-jae Kim. "Using Genetic Algorithms to Optimize Nearest Neighbors for Data Mining." Annals of Operations Research, vol. 263, no. 1, 2008, pp. 5–18. Academic Search Premier, doi:10.1007/s10479-008-0382-8. Accessed 25 Sept. 2014.
博文／评论区 **Blogpost/Discussion Board**	Salmar1515 [Sal Hernandez]. "Re: Best Strategy: Fenced Pastures vs. Max Number of Rooms?" *Board Game Geek*, 29 Sept. 2008, boardgamegeek.com/thread/1234567/fenced-pastures-vs-max-number-rooms. Accessed 5 Apr. 2009.
推特 **Tweet**	Brokaw, Tom (@tombrokaw). "SC demonstrated why all the debates are the engines of this campaign." *Twitter*, 22 Jan. 2012, 3:06 a.m., twitter.com/tombrokaw/status/1234567890123456789. Accessed 10 Apr. 2012.
视频网站 **Youtube**	Shimabukuro, Jake. "Ukulele Weeps by Jake Shimabukuro." YouTube, 22 Apr. 2006, www.youtube.com/watch?v=abcdefg12345. Accessed 9 Sept. 2010.

Citing Content Generated by AI (e.g., ChatGPT)

In MLA 9, to cite content generated by AI like ChatGPT, treat it as a personal communication or unpublished source, since AI is neither a traditional author nor a publisher. Include relevant details such as the AI model name, version (if available), creator (e.g., OpenAI), and the date of access.

In-Text Citation Example
"How to Cite AI in MLA." *ChatGPT*, version 4, OpenAI, 6 Nov. 2024, chat.openai.com/chat.

Works Cited Entry
Your citation should include the following format:

Format:
"Title of Response or Query." Name of AI Model, version if available, Company, Date of Interaction, URL.

Example:
"How to Cite AI in MLA." *ChatGPT*, version 4, OpenAI, 6 Nov. 2024, chat.openai.com/chat.

This format ensures that readers understand the source is AI-generated and that they can locate the interaction if necessary. For specific responses (e.g., custom data or text generated during your session), consider adding context by including the prompt used if it is relevant to the reference.

General Tips for MLA 9 AI Citations

1. **Date of Access:** Always include the date you accessed the response because AI responses can change over time as the model is updated.
2. **Provide Context**: If you asked a specific question, you might add it as a "title" in quotation marks before the model name. This helps clarify what the AI response was about.
3. **Version Information**: When possible, include the version number of the AI model (e.g., ChatGPT-4) as models may provide different answers based on updates or improvements.

Example for Different Types of AI Interactions
Basic AI Response (e.g., informational answer):
"What Are the Major Themes in Hamlet?" ChatGPT, version 4, OpenAI, 6 Nov. 2024, chat.openai.com/chat.

AI Response Integrated into Research
If AI contributed to specific research by generating or analyzing text, data, or code, format similarly to unpublished material, clarifying the role of AI in your analysis. For instance:
"Data Analysis Code." ChatGPT, version 4, OpenAI, 6 Nov. 2024.

Remember, If AI-generated content is used in research, explicitly describe its role in the text (e.g., "ChatGPT assisted in generating data analysis code"). Include the model version and access date in citations, so readers understand how the AI response contributed to your work. This is especially helpful as AI tools evolve and become more integrated into academic research.

注意：MLA 9 要求包含 URL（省略 http://或 https://），除非教师另有规定。文中引用电子资源需要以下信息作为指导：
Note: In MLA 9, URLs are now generally included in citations, unless instructed otherwise. Here's the updated guidance for citing electronic sources in MLA 9 format:

- 作者和/或编辑的名字（看是否可知）
  Author and/or Editor Names: Include the author's or editor's name if available.

List the last name, followed by the first name.

- 用引号标明物品名称（看是否合适）
  Title of Article or Page: Place the title of the article or page in quotation marks. Capitalize major words.
- 网站、项目或书籍的斜体标题（切记一些印刷出版物跟网络出版物在书名上略有差别。例如：其中可能会包含一些附加信息或者其他的改进信息，像域名.com 或.net 等）。
  Title of Website, Project, or Book: Italicize the name of the website, project, or book. If the name of the web publication is different from the print version, include any additional information (such as ".com" or ".net") that distinguishes it as an online source
- 任何版本号都可用，包括修订版本、发布日期、装订卷数、出版数量等。
  Version Numbers: Include any version numbers, such as revised versions, posting dates, volume numbers, or issue numbers, if available.
- 出版信息，包括出版商和出版日期等。
  Publisher Information: Include the publisher name and date of publication. If the publisher name is the same as the website title, omit the publisher to avoid redundancy.
- 记录页码数（看是否可知）。
  Page Numbers: If specific page numbers are available, list them after the date. Otherwise, omit this information.
- 出版媒介。
  Medium of Publication: This is no longer required in MLA 9. Online sources are understood to be digital, so indicating "Web" is not necessary.
- 注明使用资料的日期。
  Date Accessed: Provide the date you accessed the material at the end of the citation, as online content can change over time.
- 网站链接（视需求而定，或许仅供个人参考；MLA 格式未要求使用网站链接 1）。
  URL: MLA 9 now recommends including a URL at the end of the citation. Omit "http://" or "https://" to keep it concise, unless necessary to avoid ambiguity. Always use a stable or permalink when available.

Example Citation in MLA 9 for a Web Article

Format:
Author's Last Name, First Name. "Title of Webpage." Title of Website, Version (if applicable), Publisher, Date of Publication, URL. Accessed Day Month Year.

Example:
Smith, John. "The Importance of Academic Integrity." Scholarly Resources Online, vol. 3,

Scholarly Publishing Group, 15 Mar. 2022, scholarlyresourcesonline.com/integrity. Accessed 6 Nov. 2024.

第四部分 学生权益　Part four:Rights of the Student

任何被怀疑有学术舞弊行为的学生，都有权力为其行为辩护或者对该指控提出异议，最终性质将视情况的严重程度而定。

Any student suspected of academic malpractice has the right to explain their actions and/or dispute the charges. The response and outcomes will depend on the severity of the situation.

若学生被怀疑舞弊发生在 IB 考试、内部审核或是在评估作业的时候，学生有以下的权利（中学项目：学术诚信实性）：

In cases where malpractice is suspected in an IB exam, or in externally moderated or assessed work, students have the following rights as outlined in the Middle Year Programme: Academic Honesty

- 被告知受到怀疑
  To be informed that they are under suspicion
- 在亲戚或朋友作为顾问、见证人、或者观察者的情况下进行面试
  To have an interview, with a relative or friend present as an adviser, witness, or observer
- 若舞弊嫌疑者同意，可将此记录作为补充证明提交
  To have a transcript of the interview recorded and submitted as supplementary evidence, with the candidate's consent
- 公开所有的证据并允许进行说明及辩护
  To review all evidence and present an explanation or defense
- 提供他们自己的书面声明
  To provide a written statement of their own

IB 内部评估委员会（包含学科老师、课程组长、MYP 协调员及学校校长）将决定最终的调查结果，学生有权对这一结果提出申诉。所有调查及申诉流程均由学校内部评估委员会处理

An IB committee, which includes subject teachers, the curriculum coordinator, the MYP coordinator, and the head of school, will make the final decision regarding the investigation. Students have the right to appeal the committee's decision.

学术诚信政策检阅　Academic Integrity Policy Review

本政策是西安曲江康桥学校全体教师的共同协作成果（学科老师、管理人员、MYP 协调员、校长和高层管理团队）。下次审查将会在 2025 年 12 月进行。

This policy is the result of a collaborative effort among the faculty of Kang Chiao International School Xi'an Qujiang Campus, involving subject teachers, administrators, the MYP Coordinator, the head of school, and senior leadership team. The next review is scheduled for December 2025.

参考资料　Reference/ Bibliography

Academic Integrity Policy from the IB world schools
Calcutta International School Academic Integrity Policy, 2016
Kang Chiao International School East China Campus Academic Integrity Policy, April 2017
International School of Western Australia Academic Integrity Policy, February 2018
West Island School Academic Integrity Policy, May 2017

Publication
IBO. Academic Honesty in the IB Educational Context. Cardiff: Peterson House, November 2016
IBO. Programme Standards and Practices. Cardiff: Peterson House, March 2016
Russell, Tony, Allen Brizee, and Elizabeth Angeli. "MLA Formatting and Style Guide." *The Purdue OWL*. Purdue U Writing Lab, 10 Oct. 2014. Web. 17 March 2015

第五部分 附录 Part Five: Appendix

附录 A：中学项目学术诚信合约　Appendix A: KCISXA

IBMYP Academic Honesty Contract

根据学校的学术诚信政策，所有 MYP 课程的学生必须签署此合同，以表明对学术诚信的理解，并同意在西安曲江康桥学校 MYP 课程中遵循并贯彻其指导方针

Together with the School's Academic Integrity Policy, all IB MYP students are required to sign this contract. This is to show that you understand what academic integrity is and agree to remain within the guidelines for the duration of the IB MYP at the Kang Chiao International School Xi'an Qujiang Campus.

	是□ 否□
1. 你已阅读并且理解西安曲江康桥学校学术诚信政策吗？ Have you read and understood the KCISEC Academic Integrity Policy?	是□ 否□ Yes□ No□
2. 你理解剽窃行为的含义吗？ Do you understand the meaning of plagiarism, including presenting someone else's ideas, work, or words as your own?	是□ 否□ Yes□ No□
3. 你理解使用人工智能工具时应注意的学术责任吗？ Do you understand the academic responsibility involved in using AI tools, and that AI-generated work must be acknowledged if included in your assignments?	是□ 否□ Yes□ No□
4. 你理解串通舞弊的含义吗？ Do you understand the meaning of collusion?	是□ 否□ Yes□ No□
5. 你理解即使你未从中获利，允许其他人使用你的作品是违反了学校学术诚信政策吗？ Do you understand that allowing someone else to use your work, even if you do not benefit, is breaking the school's academic integrity policy?	是□ 否□ Yes□ No□
6. 你在学校的 Schoology 网站上了解过 MLA 9 格式引用指南吗？你知道何时以及如何参考或者引用他人的想法吗？ Have you seen the MLA Citation Guide available on Schoology and do you know when and how you need to reference/cite other people's ideas?	是□ 否□ Yes□ No□
7. 你理解任何关于内部评估或者考试中的不公平优势是违反了学术诚信政策吗？ Do you understand that any unfair advantage with regard to internal assessment or examinations is breaking the academic integrity policy?	是□ 否□ Yes□ No□
8. 你理解在考试期间不允许和其他学生进行交流吗？ Do you understand that you are not allowed to communicate with other students during examinations?	是□ 否□ Yes□ No□
9. 你理解什么是未经授权的材料吗？ Do you understand what constitutes unauthorized material?	是□ 否□ Yes□ No□
10. 你理解不允许携带未经授权的材料到考场吗？ Do you understand that you are not allowed to take unauthorised material into the examination room?	是□ 否□ Yes□ No□
11. 你理解任何专利、已注册外观专利、已注册商标、人身权和版权都需要被尊重吗？ Do you understand that any patents, registered designs, trademarks, moral rights, and copyright must be respected?	是□ 否□ Yes□ No□

本人_____同意在整个国际文凭课程期间保持学术诚信。

I_____agree to remain academically honest throughout the duration of the International Baccalaureate Middle Yeasr Programme.

_____   _____

　　签名 **Signature**   日期 **Date**

附录 B：学术诚信事件通报模板　Appendix B: KCISXA

Academic Honesty Incident Report Template

学术不当行为的类型：学术舞弊主要包含四个方面 Type of Academic Malpractice: Academic disintegrity falls in four major areas:

- 剽窃　Plagiarism

- 串通舞弊　Collusion

- 作品复制　Duplication of work

- 版权侵犯　Copyright Infringement

母班班级 Homeroom_____　　毕业班级 Graduating Class of_____
学生的姓名 Student's Name_____
学生的邮箱 Student's Email_____
其他有相同行为的学生（请分别递交表格）Other students implicated in same act (Please submit separate forms for each)_____
_____
老师姓名 Teacher's Name _____
违反规定的日期和描述（老师填写）Date and description of infraction (completed by instructor):

政策更新说明 Policy Update Notice

本政策于 2023 年 12 月首次制定，后经过以下更新：

This policy was first established in December 2023 and has undergone the following updates:

- 2024 年 3 月：第一次修订

- March 2024: First revision

- 2024 年 11 月：第二次修订

- November 2024: Second revision

-2025 年 3 月：第三次修订，更新 MLA 9 格式，增加 AI 引用规范等。

- 计划将于 2025 年 12 月进行下一次修订

- The next revision is planned for August 2025

我们会定期更新政策内容，确保政策始终符合实际需求。

We regularly update our policy content to ensure it remains aligned with actual needs.