



Academic Integrity Policy

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Purpose

Strathcona believes that School rules are fundamentally a matter of good sense and good manners. The purpose of this policy is to provide clear guidelines to all members of the School community in relation to academic integrity (plagiarism) and authentication, and to ensure consistency of approach across various sections of the Senior School.

Aims

- To develop behaviours that will assist students in their future studies and for their future lives.
- To develop responsible behaviour in students.
- To ensure that students follow the directions given by members of staff.
- To foster in students the need to be accountable for their work.
- To inform students that they have a responsibility to ensure that the work they submit is their own and that appropriate acknowledgement is to be given when it is not.

Rationale

Having academic integrity is the commitment to and demonstration of honest and moral behaviour in an academic setting. This means students having ethical practices in their approach to school work and understanding their role in how knowledge and thinking is constructed, informed and developed.

'Intellectual theft' is a euphemism for plagiarism or cheating and is the act of taking and using, for example, the thoughts, writings, inventions, creations or oral presentations of another person, as one's own.

The word 'plagiarise' stems from the Latin plagiarius, meaning 'kidnapper' - one who steals something and demands a ransom. So, a plagiarist is someone who takes something and wants credit for it - a most underhanded, deceitful and unlawful action.



'Misrepresentation', such as wearing School colours, special honorary badges, using certificates or qualifications that have been awarded to someone else, is also a form of intellectual theft.

In school as in life, there are consequences.

According to a Monash University student guide, plagiarism can take a number of forms, such as:

- Paraphrasing and presenting another person's work or ideas without a reference
- Copying work either in whole or in part
- Presenting designs, codes or images as your own original work when they are not
- Using exactly the same phrases, passages or structure without reference to the author or source
- Reproducing lecture or class notes without proper acknowledgement.

(Monash University (2020). Academic integrity, plagiarism and collusion. Retrieved July 15, 2020, from: https://www.monash.edu/students/admin/policies/academic-integrity#tabs_2046348)

None of these practices is wrong in itself, but use of one or more, without acknowledgement, constitutes plagiarism, and will not be tolerated. Therefore, all sources must be adequately and accurately acknowledged.

Both Strathcona and the Victorian Curriculum and Assessment Authority (VCAA) maintain that students will be penalised for plagiarism, which is a serious breach of rules. The VCAA's statistical analysis comparing student's School Assessed Coursework / Task results with their GAT results and any available examination results in the same study is used to identify students with unexpectedly high results in their school assessments. For each student identified, schools will be notified of the need to review the authenticity of the student's school-assessed work and the student's understanding of the work. The school must then report the outcomes to the VCAA.

Implementation

At Strathcona, academic integrity is highly prized and explicitly taught to students.



Responsibility of the School

An abridged copy of the Academic Integrity Policy on Intellectual Theft / Plagiarism will be published on the:

- Year Level Pastoral page of MyStrathcona
- Knowledge Exchange site
- VCE site of MyStrathcona in the VCE Student Handbook.

Students will be alerted to the policy in Year Level/House assemblies in Term 1 and 3 and parents will be reminded at the start of each year.

Students in Year 7 will complete a session, run by the Director of Library and Research on how to provide a bibliography and referencing protocols.

There is also an APA referencing guide page on the Knowledge Exchange website: <https://sb.strathcona.vic.edu.au/homepage/11788>

Responsibilities of the teacher regarding authentication

Authentication is the term used to cover the procedures for ensuring that the work submitted by the students is their own. Although it is the students' responsibility to produce evidence to help authenticate their work, teachers are responsible for designating the relevant procedures and requirements. Procedures that help teachers to authenticate student work are:

- Checking work in progress through consultation with the student
- A discussion about how to synthesise ideas and write them in the student's own words or how to cite sources and references accurately.
- Ensuring that students understand how to acknowledge material from which they have legitimately drawn in the preparation of their work
- Asking students to retain appropriate documentation of the development of their work
- Partially completing work in class under teacher supervision
- Keeping records
- Setting a test or requiring an oral explanation of work



- Informing students that all resources used need to be acknowledged
- Knowing the student's ability and history
- Insisting on drafts and/or notes being submitted or sighted
- Changing topics, if appropriate
- Checking submitted drafts and consulting with the student
- For units that require substantial research, consider including drafts and/or notes in the final assessment.

Responsibilities of the Students

Strathcona sets down five general rules that all students in Years 7 to 12 must observe when preparing work for assessment. These rules apply to all examinations, tests, assessment tasks, homework tasks, VCE School Assessed Coursework and VCE School Assessed Tasks. They are:

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely her own.
2. A student must acknowledge all resources used, including:
 - Texts, media material, visual material, websites and any other source material that is the intellectual property of someone else.
 - The name(s) and status of any person(s) who provided assistance and the type of assistance provided, such as parent/s, family member/s or tutor/s.
3. A student must not receive undue assistance from any other person in the preparation and submission of work.

Unacceptable forms of assistance include:

- Use of, or copying of, another person's work or other resources without acknowledgment
- Corrections or improvements made or dictated by another person.



Acceptable levels of assistance include:

- The incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note-taking) but which has been transformed and critically analysed by the student and used in a new context, and
 - Prompting and general advice from another person or source which leads to refinements and/or self-correction.
4. A student must not submit the same piece of work for assessment in more than one subject or in more than one year.
 5. A student who knowingly assists other students in a breach of rules may be penalised, such as lending drafts or notes.

NOTE: A Guide is available on the MyStrathcona on the Knowledge Exchange/Research Skills website to assist students in the correct authentication of their work and the correct documentation of their sources.

When expectations are not met

Should a student breach these rules, the appropriate penalties will apply, as set out below:

Years 7-10

- i. reprimand a student through counselling, warning or detention
- ii. resitting the task (in whole or part)
- iii. downgrade a result
- iv. an opportunity to resubmit work for satisfactory completion
- v. refuse to accept any part of the work with no credit for that assessment being given. A '0/NA' recorded

VCE

- i. The student will be reprimanded through a warning, detention or suspension.

Or



- ii. The work that infringes the rules will not be accepted and the decision to award the outcome **N (not satisfactory)** or **S (satisfactory)** will be made upon the remainder of the work that is not plagiarised.

Or

- iii. A teacher can refuse to accept any part of the work if the infringement is judged as a serious authentication issue and

- **N** will be awarded for the outcome
- **NA** will be submitted for the School-Assessed Coursework or School-Assessed Task.

Or

- iv. If there is sufficient time before the due dates designated by the School or the VCAA, the student may have the opportunity to resubmit work for satisfactory completion. This is to be completed under teacher supervision and will receive the lowest pass grade which is UG.

Teachers are to report to the appropriate Head of Department (HOD) when a breach of rules is apparent. Together the teacher and the HOD will interview the student. The HOD is to then inform the Year Level Coordinator, Head of House and/or VCE Coordinator of the incident for record keeping on MyStrathcona.

In serious cases, the Dean of Teaching and Learning will be consulted and will determine which of the above penalties shall be imposed. This may result in a change of the original outcome result from S to N. At VCE level, if N is awarded for an outcome, then, as a consequence, N will be awarded for the unit concerned. Similarly, the detected breach of rules may result in a score change for the task. In the case of VCE units, this score change is to be communicated to the VCAA.

Review

This policy will be reviewed by the committee having responsibility for it prior to its intended review date if

- a) any legislative (or other) external influence suggests or makes a review necessary;
- b) any member of the School community makes a request for a review.

In either case, the committee should then meet within two weeks of term time to review the need for a policy change.