



Academic Integrity Policy

<i>Policy designation</i>	<i>PO005EXE1023-24</i>	<i>Policy audience</i>	<i>Public Facing</i>
<i>Approval date</i>	<i>18/10/2023</i>	<i>Document owner</i>	<i>Dean of Teaching and Learning</i>
<i>Released to audience</i>	<i>19/10/2023</i>	<i>Version</i>	<i>2.0</i>
<i>Review date</i>	<i>18/10/2025</i>	<i>Approval authority</i>	<i>Executive</i>

Purpose

At Strathcona Girls Grammar we uphold the highest standards of academic integrity, honesty, and ethical behaviour. We believe in fostering an environment that encourages the pursuit of knowledge, critical thinking, and personal growth. This Academic Integrity Policy outlines the responsibilities of both teachers and students and outlines the consequences for breaches, including plagiarism, collusion, and the unauthorised use of AI tools. It is designed to promote fairness, ensure consistency in our approach across the school and maintain the value of education, and ensure the credibility of our institution. Both Strathcona and the Victorian Curriculum and Assessment Authority (VCAA) maintain that students must uphold Academic Integrity or will be penalised for plagiarism, which is a serious breach of rules.

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.

Key Terms

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 schoolwork and understanding their role in how knowledge and thinking is constructed, informed and developed.

Plagiarism is the presentation of the works of another person or use of AI as though they are one's own by failing to properly acknowledge that person / those persons/AI.

Intentional Plagiarism is plagiarism associated with intent to deceive.

Unintentional Plagiarism is plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (still a breach of the Academic Integrity Policy).

Collusion is the unauthorised act of a student working with others and proceeding to present the work as their own.



Roles and Responsibilities

School responsibilities

The school will publish the Academic Integrity Policy on the

- Year Level Maple Pages
- On the Knowledge Exchange Website

Students and Parents will be alerted to the policy at the start of each year.

Teacher responsibilities

- Teachers are responsible for clearly articulating the academic integrity expectations to their students, including the rules and guidelines for assignments, exams, and projects.
- Teachers should ensure that the assessments they provide are original, and they should actively discourage cheating by regularly updating and modifying their exams, assignments, and projects.
- Teachers should encourage a culture of honesty by modelling ethical behaviour and promoting academic integrity through classroom discussions, activities, and assignments. They should educate students about the importance of original work, proper citation practices, and the consequences of plagiarism and collusion.
- Teachers should vigilantly monitor and detect any signs of academic dishonesty, including plagiarism, collusion, and the misuse of AI tools. They should adopt appropriate measures to ensure the integrity of assessments, such as using plagiarism detection software or implementing proctoring techniques during exams.

Student Responsibilities:

- Students are responsible for submitting their own original work, ensuring that all assignments, exams, and projects are free from plagiarism and collusion. They should not present the work of others as their own and should acknowledge and cite all sources used in their work following the appropriate citation style guidelines.
- Students must acknowledge all sources of information including print and non-print texts in a bibliography at the end of their assessment task.
- While AI tools can be valuable resources, students must use them responsibly and ethically. Any use of AI tools should be within the boundaries set by the teacher and should not compromise the originality and integrity of their work. It is the student's responsibility to ensure that the use of AI tools aligns with the specific guidelines provided by the teacher.
- Collaboration is encouraged when explicitly permitted by the teacher. However, students should follow the guidelines and limitations set by the teacher regarding group work or collaboration. Unauthorised collaboration, such as collusion or copying from or providing answers to others, is strictly prohibited.
- Students must not cheat on exams, tests or assist others to do so.



Consequences for Breaches for Years 7 to 10

- Any breaches of Academic Integrity, including plagiarism and collusion, will be taken seriously and may result in disciplinary action. The consequences may vary depending on the severity of the breach, as determined by the Teacher or Head of Department and/or Dean of Teaching and Learning. All breaches will be recorded on the student file on the Learning Management System - Maple. Parents and guardians will also be informed in writing of any breach.
- Possible consequences may include, but are not limited to:
 - A **written warning** may be issued to the student, outlining the nature of the breach, and reminding them of their responsibilities.
 - Resubmission request:** In cases of minor breaches, the student may be given an opportunity to resubmit the assignment or redo the assessment with an adjustment applied to their final grade.
 - Grade penalties:** Depending on the severity of the breach, the student's grade for the assignment, exam, or project may be reduced or invalidated. Repeat offenses may result in more severe grade penalties.
 - Academic probation:** In more serious cases, a student may be placed on academic probation, which could include restrictions on participating in certain activities or privileges.

Consequences for VCE

- In line with the VCAA Guidelines if a breach of Academic Integrity is found to occur:
 - The SAC/SAT will not be assessed.
 - The student will be given a zero grade for the SAC/SAT (both Units 1/2 and 3/4). The student will run the risk of receiving an N for the VCE Unit unless they are able to demonstrate achievement of the outcome by other means of assessment.
 - Students who plagiarise a SAC/SAT, once given a zero grade, will not be given an opportunity to redeem their SAC/SAT performance.

Policy Procedures for Breaches of Academic Integrity

- If a breach of Academic Integrity is suspected, it is the responsibility of the teacher to thoroughly investigate the matter and gather evidence. The teacher should document the specific details of the alleged breach, including any relevant supporting materials or witness statements.
- Teacher's Role:** Upon identifying a breach, the teacher should meet with the student involved to discuss the allegations and provide them with an opportunity to present their side of the story. The teacher should carefully consider the evidence presented and evaluate whether a breach has occurred, taking into account the school's policies on plagiarism, collusion, and the misuse of AI tools. If the teacher determines that a breach has occurred, they will consult with the Head of Department and then inform the student of the potential consequences and discuss any academic penalties, such as grade reductions or resubmission requirements.



- **Head of Department:** Once informed by a teacher of a breach of Academic Integrity, The Head of Department will review the case, evaluate the evidence, and may conduct further investigations if necessary. The Head of Department will consult with the teacher involved to gather additional insights and perspectives on the situation. Based on the findings, the Head of Department will make a final determination regarding the breach and propose appropriate consequences.
- **Dean of Teaching and Learning:** In cases where the breach is severe or the consequences may be more significant, the Head of Department may involve the Dean of Teaching and Learning. The Dean of Teaching and Learning will review the case independently, ensuring fairness and consistency in decision-making. The Dean of Teaching and Learning may consult with both the teacher and the Head of Department to gather relevant information and insights. The Dean of Teaching and Learning will make the final decision on the consequences, taking into consideration the severity of the breach and any previous academic integrity incidents involving the student.