

ACADEMIC HONESTY POLICY

RATIONALE

The purpose of this policy is to set out the College's commitment to Academic Integrity, with particular reference to:

- a) the importance of acknowledgement practice;
- b) responding to plagiarism and other forms of academic misconduct, including Artificial Intelligence (AI) in a consistent and equitable manner; and
- c) the roles and responsibilities of staff and students in upholding the values of Academic Integrity.

POLICY

In all assessed work students should take care to ensure the work presented is their own and fully acknowledges the work and opinions of others. It is also the responsibility of students to ensure that they do not undertake any form of cheating or other form of unfair advantage. In light of this, plagiarism is treated as a serious academic offence which carries a range of consequences.

SCOPE

This policy applies to all internal assessments, including internal examinations. Where awarding bodies such as the Victorian Curriculum and Assessment Authority (VCAA) have their own published procedures, **these will take precedent** over the College's policy.

DEFINITIONS

Academic Integrity

Demonstrating the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of coursework.

Acknowledgement Practice

The practice of acknowledging the ideas, designs, words or works of other people in one's own work.

Citation

Directly quoting or paraphrasing and giving credit to another person's text, work or idea.

Cheating

Cheating is a deliberate attempt to deceive in order to gain advantage in an assessed piece of work, including coursework, assessments and examinations.

Collusion

Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes students providing their work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task and passing it off as your own, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work. This should not be confused with academic collaboration.

Copying

Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement.

Inappropriate citation

Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.

Inappropriate paraphrasing

Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

Plagiarism

The act of using the ideas, words or images of another person and presenting them as one's own. Those ideas, words and images might be from sources such as the internet, a book, a photocopied handout or a recording of a speech.

GUIDELINES

In order to ensure that student work is authentic and belongs to the student teachers will endeavour to complete all summative assessment tasks in class time. Where possible student work should be handwritten and the use of devices should be limited.

YEARS 7 - 9

All assessment tasks that utilise research require a bibliography. Students are also required to complete a Student Acknowledgement when submitting an assessment task. (See Appendix A).

YEARS 10 - 12

All assessment tasks utilising research should move towards accurate and complete citations, referencing all work as utilised works. Students are also required to sign a Student Acknowledgement (See Appendix A).

VCAA prescribe rules which students must observe when preparing work for assessment. These rules apply also to School-assessed Coursework (SACs) and School-assessed Tasks (SATs).

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own.
2. A student must acknowledge all resources used, including:
 - text, websites and source material;
 - the name(s) and status of any person(s) who provided assistance, and the type of assistance given.
3. A student must not receive undue assistance from any other person in the preparation and submission of work.

Acceptable levels of assistance include:

- the incorporation of ideas of material derived from other sources (e.g. by reading, viewing or note taking) but which has been transformed by the student and used in a new context;
- prompting and general advice from another person or source which leads to refinements and/or self-correction.

Unacceptable forms of assistance include:

- use of, or copying of, another person's work or other resources without acknowledgement;
- actual corrections or improvements made or dictated by another person.

4. A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
5. A student must not circulate or publish written work that is being submitted for assessment in a study, in the year of enrolment.
6. Students who knowingly assist other students in a Breach of Rules may be penalised.

DETECTING PLAGIARISM

St. John's Regional College reserves the right to submit any assessable task to a screening process to check for plagiarism. Students may also be asked to verify written work via interview and/or a test. This could be completed either orally or in written form.

EDUCATING STUDENTS

Teaching staff have a responsibility to educate students on cheating and plagiarism. This includes defining what cheating and plagiarism are and informing students of the potential consequences when cheating and plagiarism occur. Students will be introduced to referencing guides and the Student Acknowledgment document. Referencing and the Student Acknowledgment will be referred to consistently when introducing assessment pieces.

CONSEQUENCES

If a teacher has evidence that a student has plagiarised work, they should undertake the following steps.

YEAR 7-10

LEVEL 1 - Questionable work integrity

(Year 7 and first offence only) - Restorative conversation, adjusted score.

LEVEL 2 - Assisted collusion

Restorative conversation, attendance at the Behaviour Support Clinic, potential adjusted score and possibility of a redemption task to meet set outcome. Incident is recorded on student's profile and communication sent home via SEQTA.

LEVEL 3 - Recipient of collusion

Restorative conversation, internal suspension, adjusted score including potential zero score and the possibility of completing a redemption task to meet set outcome. Incident is recorded on student's profile and communication sent home via SEQTA.

LEVEL 4 - Plagiarism

Restorative conversation, zero score, internal suspension and redemption task to meet set outcome. Incident is recorded on student's profile and communication sent home via SEQTA.

YEAR 11-12

The College has the power to impose any of the following penalties for plagiarism, or for a substantive breach of the rules (which applies to the student who has breached as well as any student who has knowingly assisted the student to breach):

- A written reprimand.
- A score of zero may be awarded and the student will be required to sit a redemption task to achieve a 'Satisfactory' for that piece of work.
- Request that work be resubmitted for an S only and no points towards Study score.
- Refusal to accept a part of the work submitted and give a score on the remainder.
- Refusal to accept the whole piece and give a zero.
- The above consequences may be used singularly or in combination.

Staff are encouraged to work in close partnership with the VCE and VM Leader and the Deputy Principal - Teaching and Learning with any plagiarism matters.

A letter is sent home to parents to inform them of the incident.

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APPENDIX A - STUDENT ACKNOWLEDGEMENT

ST. JOHN'S REGIONAL COLLEGE, DANDENONG STUDENT ACKNOWLEDGEMENT

STUDENT ACKNOWLEDGEMENT

I / We certify that the attached material is my / our original work. No other person's work has been used without due acknowledgement.

Except where I / We have clearly stated that I / We have used some of this material elsewhere, it has not been presented by me / us for examination in any other course or subject at this or any other institution.

I / We understand that the work submitted may be reproduced and / or communicated for the purpose of detecting plagiarism.

STUDENT FULL NAME	
SUBJECT	
DOCUMENT	
DATE	
STUDENT SIGNATURE	

APPENDIX B – REFERENCING



WRITING A BIBLIOGRAPHY FOR YEAR 7 - 10 STUDENTS

The **Harvard Referencing System** is a standard method for acknowledging and citing the sources in academic writing and is recommended for all students in Years 7-12. This is necessary to avoid plagiarism consequences.

The source of information needs to be acknowledged when:

- Exact words are used from a resource.
- An idea or information is directly based on another writer's work.
- Summarising from a resource.

Book	<p>The rules or system for Harvard Referencing is:</p> <ol style="list-style-type: none">1. Author's Surname, initials. (must include a full stop)2. Year. (in brackets and a full stop)3. Title of the Book. (underlined or italics / use quotation marks if hand-written / include full stop)4. Publisher, (include comma)5. Place of Publication. (include a full stop) <p>Example: Weisel, E. (1972). <i>Night</i>. Penguin Books, England.</p>
Citations/ Quotes	<p>Immediately after a quote is used in a text piece, the rules for Harvard Referencing for in-text citations are:</p> <ol style="list-style-type: none">1. Open Bracket2. Author's name (include a comma)3. Publication Year (include a comma)4. Page Number5. Close Bracket <p>Example: Biggins believes that Weisel's <i>Night</i> is "a very imaginative text" (Biggins, 1974, p34)</p> <p>Biggins discusses imagination in Weisel's <i>Night</i> (Biggins, 1974, p34)</p>
Internet Sites	<p>The rules for Harvard Referencing for Internet Sites are:</p> <ol style="list-style-type: none">1. Author's Surname, initials. (If there is no author, go to step 3)2. Year. (in brackets – use the date last updated or n.d if no set-up date is provided)3. Title (underline or italics or quotation marks)4. [Internet].5. Publisher, Place of publication. (if there is no publisher go to step 6)6. Available from: <URL> [date the site was accessed] <p>Use An Online Referencing Generator https://www.mybib.com/tools/harvard-referencing-generator</p> <p>Example: Holland, M. (2003). <i>Harvard System [Internet]</i>. Bournemouth University, Poole. Available. http://Bournemouth.ac.uk/servicedepts/lis/LIS_Pub/harvardsys.html [Accessed 6 May 2006].</p>



WRITING A BIBLIOGRAPHY FOR SENIOR STUDENTS

The **APA 7th Referencing System (American Psychological Association)** is a standard method for acknowledging and citing the sources in academic writing and is recommended for students in Years 11&12 and those students pursuing further study especially in the Social Sciences. This is necessary to avoid plagiarism consequences.

The source of information needs to be acknowledged when:

- Exact words are used from a resource.
- An idea or information is directly based on another writer's work.
- Summarising from a resource.

Book	<p>The rules or system for APA Referencing is:</p> <ol style="list-style-type: none">1. Author's Surname, initials. (must include a full stop)2. Year. (in brackets and a full stop)3. Title of the Book. (underlined or italics / use quotation marks if hand-written / include full stop)4. Publisher, (include comma)5. Place of Publication. (include a full stop) <p>Example: Austen, J. (2014 rev ed.). Austen, J (2014 rev.ed). <i>Pride & Prejudice</i>. Penguin Books, England.</p>
Citations/ Quotes	<p>Immediately after a quote is used in a text piece, the rules for Harvard Referencing for in-text citations are:</p> <ol style="list-style-type: none">1. Open Bracket2. Author's name (include a comma)3. Publication Year (include a comma)4. Page Number5. Close Bracket <p>Example: McEwan believes that Austen's <i>Pride & Prejudice</i> is commentary on "<u>Propriety: decorum, decency; conforming to conventional behaviours and morals</u>" (McEwan, 2020, p19)</p> <p>McEwan discusses propriety and lack of propriety in Austen's <i>Pride & Prejudice</i> (McEwan, 2020, p19)</p>
Internet Sites	<p>The rules for APA Referencing for Internet Sites are:</p> <ol style="list-style-type: none">1. Author's Surname, initials. (If there is no author, go to step 3)2. Year. (in brackets – use the date last updated or n.d if no set-up date is provided); Month, Day (in round brackets). Use the most exact date possible.3. Title (underline or italics or quotation marks)4. [Internet]. Website Name5. Publisher, Place of publication. (if there is no publisher go to step 6)6. Available from: <URL> [date the site was accessed] <p>Use An Online Referencing Generator https://www.mybib.com/tools/harvard-referencing-generator</p>