

## Section 7.4a

# Academic Integrity Policy

### Rationale

Inculcating strong values and ideals, in each student and enabling them to grow as good Christians and honest citizens is fundamental to the evangelising mission of St John Bosco College. This emphasis on developing integrity, which encompasses honesty, truthfulness, responsibility and reliability, permeates all aspects of College life, including academic pursuits. The accuracy, reliability and validity of assessment and reporting practices relies upon students conducting themselves in an ethical manner in demonstrating their own academic ability.

### Definitions

**Academic Integrity** is a term used to describe honest and ethical behaviour in relation to academic work (student homework, assessments, performance tasks and conduct in exams or in-class tasks).

**Academic misconduct** is a term used to describe any act by a student that fails to meet the accepted standards of academic integrity.

**Plagiarism** is presenting someone else's words, ideas, thoughts, opinions, data or images as one's own. Plagiarism includes:

- copying, summarising or paraphrasing material from any source without acknowledgment;
- using another's ideas without acknowledgment;
- working jointly with others and then presenting it as your own;
- submitting work that has been done in whole or part by another student;
- other actions that may contradict the principles of academic integrity.

### Principles

At St John Bosco College we believe that

1. students have an obligation to be honest, truthful and just when undertaking academic activities
2. ethical conduct contributes to creating and sustaining a climate of fairness and equity amongst all students
3. academic integrity enhances the authenticity, reliability and validity of assessment tasks, thus allowing a more accurate assessment of a student's achievement in relation to a set of standards referenced criteria
4. a culture of academic integrity is fostered and promoted when it is:
  - a. viewed from a whole school perspective
  - b. accepted as the responsibility of all teachers, students and administrative personnel
  - c. explicitly addressed, taught, modelled, discussed and reinforced
  - d. supported by clear expectations of students and common practices adopted throughout the whole school
5. academic misconduct is a serious matter and that there should be appropriate guidelines to deal with allegations of academic misconduct

### **Guidelines**

1. The College will establish clearly defined practices and procedures to guide the academic integrity process for each stage and course.
2. The Learning and Curriculum Coordinator is responsible for liaising with the KLA Coordinators in determining the processes to be used in educating staff, students and parents about academic integrity.
3. Allegations of academic misconduct will be investigated by the teacher, the KLA Coordinator and the Learning and Curriculum Coordinator.
4. Parents will be advised of allegations of academic misconduct, the investigative process and the actions taken should the allegation be substantiated.
5. Actions following academic misconduct will be determined, taking into account:
  - a. The year of the student;
  - b. The nature of the task or activity;
  - c. The nature and extent of the dishonesty;
6. Serious academic misconduct will result in a zero mark for the assessment, and may also incur other disciplinary action.
7. Other options for dealing with academic misconduct include one or more of the following actions being taken:
  - a. Counselling or training on proper referencing technique;
  - b. Attempt the assessment again without loss of marks;
  - c. Attempt the assessment again with a capped mark;
  - d. Completion of an alternate task with a capped mark;
  - e. Award a mark appropriate to the work completed, excluding any parts resulting from dishonest practices;
  - f. Award a zero mark for the assessment and reattempt the same task;
  - g. Award a zero mark for the assessment and the completion of an alternate task.
8. Appeals may be lodged in writing to the Principal within 7 days of the decision. The decision of the Principal on the appeal is final.

### **Responsibilities of staff**

1. Encourage and support academic integrity as a characteristic of a holistic person.
2. Reinforce and revise regularly the method of source attribution and referencing and make clear any procedures required for special acknowledgments.
3. Make clear the consequences of academic misconduct.
4. Model academic integrity in all written, photocopied and electronic resources.
5. Make reasonable efforts to prevent the occurrence of academic misconduct through appropriate design and administration of authentic assessment tasks and regularly evaluating and revising them.
6. Take appropriate action through the correct channels when instances of academic misconduct are suspected.

### **Responsibilities of students**

1. Encourage and support academic integrity as a characteristic of a holistic person.
2. Do your own work and make every effort to prevent the occurrence of academic misconduct.
3. Set an example for other students by modelling good academic conduct and integrity.
4. Refrain from assisting other students in any attempts to violate the academic integrity policy.
5. Consider ways to minimise acts or intentions of academic misconduct.