



ACADEMIC INTEGRITY POLICY

CONTEXT:

Sacred Heart College Senior is committed to providing quality education, in keeping with its Catholic and Marist tradition and ideals. Sacred Heart upholds the principles of academic integrity through the pursuit of learning and scholarship by way of truth, honesty and fairness.

Academic integrity can be defined as a set of intellectual and moral values that involves a measure of honesty and trust between students, as well as, between students and teachers. Academic integrity is compromised and trust is breached, when submitted assessment work has been completed through plagiarism, collusion, cheating or deadlines not being met.

In conjunction with the academic development of students, Sacred Heart College is committed to their moral and personal development. Truth and honesty are values the school seeks to help reinforce in students. Dishonesty will be challenged and students provided with the means and guidance to achieve academic success without need to resort to illegitimate means.

PRINCIPLES:

The Academic Integrity Policy is based on the following principles:

- The quest for truth, which promotes a view of knowledge that has its origin and intent centred in a search for faith and the teachings of the Gospel;
- The overall well-being of students in the school;
- That academic success is achievable for all students, and students will be supported to this end;
- Academic integrity reflects the values and ethics of the school;
- Academic honesty is integral to a student's credibility and self esteem;
- Academic honesty is based on mutual trust and respect between teachers and students through the learning process;
- The creation and presentation of student work consists of original effort and independent work;
- Education in social skills and responsibilities enables students to assume their place in the adult world;
- Students accept responsibility for their actions and the consequences of inappropriate academic behaviour.

PROCEDURES:

Central to the learning and ultimately the assessment process, is the submission of work that consists of original effort and independent work. Original work demonstrates that concepts learned have been understood and have been interpreted through application. Original work consists of the development of one's own ideas and concepts, and can also be obtained from the combination of ideas from other sources. However, it is inappropriate for a student to copy work from other sources and submit it as their own.

Plagiarism and collusion are methods of cheating that seek to obtain academic merit that is not reflective of a student's learning and are serious offences that strike at the core of a school's values and academic integrity. Resort to such dishonesty may also be symptomatic of deeper personal or learning issues for a student, which if identified, the school will respond to through teaching and pastoral support as appropriate.

PLAGIARISM

Plagiarism is the presentation of work that has been copied in whole or in part from another person's work. It is also the practice of presenting work from other sources such as the Internet, books or periodicals without correct acknowledgement.

Students will:

- Acknowledge the use of work that has been copied directly from the source text by using quotation marks and footnotes;
- Acknowledge the ideas of others that have been summarised or paraphrased by using either footnotes or suitable bibliography (other referencing methods);
- Correctly cite the work of others that have been used, rather than include an irrelevant list of references;
- Correctly record the reference of the source;
- Not copy directly from the Internet, book or other reference and submit the work as their own;
- Acknowledge the use of work from another source by recording the source in a suitable bibliography.

CONSEQUENCES OF PLAGIARISM

It is the responsibility of the student to ensure that submitted work follows the guidelines outlined above. Students who do not adhere to the guidelines detailed above, and whose work is proven to be plagiarised, will have all marks allocated to the assessment task forfeited. A 0 (zero) will be recorded for the task.

First time and repeat offenders may also incur the following sanctions:

- A 0 (zero) recorded for the entire unit or semester of work in which the assessment task was submitted;
- A requirement to present detailed evidence that subsequent work is the student's own;
- Other disciplinary action, that may include: failure to gain entry into subjects for subsequent year or semester; placement on a contract for a probationary period; or in extreme cases will not exclude review of enrolment.

COLLUSION

Collusion is the presentation of work, which is the result of authorised or unauthorised collaboration with other student(s) or the student's work. Students are often encouraged to study together, but this should not result in a student handing in the same or similar work. Unless a teacher advises otherwise, students may work together in obtaining references, discussing the content of these references and how it may relate to the assignment set. However, students need to write their findings independently of each other.

Students will:

- Not produce and submit an assignment in conjunction with other people (eg. a friend, a tutor);
- Not copy another student's current assignment or work from previous semesters and submit it as their own;
- Not allow other students to have access to work or lend assignments to friends, even if other students may be having difficulties in completing the assignment or promise to use it only as a reference;
- Ensure they protect their work on school computer by using password protection, and by removing any unnecessary files from school computers when their assessment task is completed.

CONSEQUENCES OF COLLUSION

It is the responsibility of the student to ensure that submitted work follows the guidelines outlined above.

Students who do not adhere to these guidelines and whose work is a product of collusion, will have marks allocated to the assessment task forfeited.

As all students who have knowingly submitted work in this manner are equally responsible, students who allow others to copy their work will also have marks forfeited for the task.

CHEATING

Cheating is defined as an act of deception, trickery or fraud, through which a student contravenes the accepted conditions under which academic work is to be undertaken.

Cheating is inconsistent with the vision and values of Sacred Heart College, and compromises the principles of academic integrity. Cheating undermines the integrity of assessment procedures and misleads parents who have the right to believe that reported grades represent honest effort. Cheating also discriminates against students who have completed work honestly and with integrity.

Cheating is regarded as a very serious offence, which is likely to lead not only to forfeiture of the marks allocated to the assessment task, but also to additional disciplinary action. Plagiarism and collusion are also forms of cheating.

Work is generally understood to be a student's own work and where submitted work is identical with, or similar to, another student's work, an assumption of cheating, collusion or plagiarism may arise.

The following instances are also regarded as cheating:

- Using unfair assistance such as notes or prompts in tests and examinations;
- Sharing oral or written information during a test and/or examination;
- Obtaining unauthorised access to test/exam materials or content prior to the test/exam itself.

In addition, a student cheats if they:

- Help other students to violate the principles of academic integrity;
- Lie about the need for extension of an assessment deadline.

CONSEQUENCES OF CHEATING

Cheating is regarded as a very serious offence, which will lead to forfeiture of the marks allocated to the assessment task, and is also likely to lead to additional disciplinary action.

FURTHER REQUIREMENTS

In all instances where academic integrity is violated, a record of the incident will be kept by the subject teacher and parents will be contacted. The subject teacher will also seek to ascertain whether the dishonesty reflects deeper personal or learning issues for the student, and will inform the Pastoral Care Coordinator and Director of Student Welfare of any concerns.

REPEAT OFFENCES

Should a student be found to engage in plagiarism, collusion, cheating or lying about failure to meet deadlines on more than one occasion, the matter will be deemed serious enough for the Head of Department, Senior Coordinator and/or Deputy Principal to make significant intervention. This will necessarily involve discussions with parents and teachers, and is likely to lead to major disciplinary consequences.

REFERENCES

APPROVED DATE: February 2011

REVIEW DATE: February 2014