



[Help for non-English speakers](#)

[If you need help to understand the information in this policy please contact the school office.](#)

Purpose

An effective academic integrity policy is a whole-school commitment to fostering a culture of honesty, trust, fairness and responsibility.

The aims of the policy are to:

- Raise the awareness and expectations of academic honesty within the school community.
- Provide guidelines on how to act with academic integrity in learning and teaching.
- Identify ways to support students to develop skills and understandings necessary to act with academic honesty.
- Promote ethical teaching and learning.
- Support lifelong academic and personal integrity.

Scope

This policy applies to:

- students
- staff
- parents/carers

Definitions

Academic dishonesty - presenting the work of others as your own.

Academic honesty - doing your own work and acknowledging sources used to gather information and ideas.

Academic integrity - acting honestly and ethically to produce authentic work.

AI - Artificial intelligence

Authentic - a unique idea or creation of a person or group.

Citation - identifying the source of specific information in your work.

Paraphrasing - writing new knowledge from information sources in your own words.

Quote - recording information directly from a text.

Quotation marks - punctuation used to identify quotes (“xxx”).

Plagiarism - presenting the work or information of others as your own.

Reference - recording the source of information used.

Policy

Understanding and acting with academic integrity is an essential aspect of learning and teaching. Academic integrity is a shared responsibility of the school community (leadership, teachers, students and parents/carers).

Education in Academic integrity and its implementation across the school supports the development of Coatesville's School Values (Respect, Responsibility, Cooperation, Harmony and Achievement) and the International Baccalaureate's Learner Profile Attributes (caring, inquirer, knowledgeable, thinker, communicator, principled, open-minded, risk-taker, balanced and reflection). A broad range of primary and secondary resources are utilised through transdisciplinary learning in order to support the development of dispositions (learner profile), capabilities and skills (approaches to learning) required for lifelong learning.

School Leaders are responsible for:

- Developing, implementing and reviewing the Academic Integrity Policy.
- Ensuring all staff have a shared understanding of academic integrity through ongoing professional learning.
- Promoting consistent approaches to academic integrity across classrooms.
- Holding students and staff accountable according to school policies
- Supporting investigations into academic misconduct
- Building awareness among students and families through clear communication.

Teachers are responsible for:

- Understanding and supporting Coatesville Primary School's Academic Integrity Policy.
- Respecting copyrighted resources, both print and digital, by not using them without seeking the correct permission.
- Adhering to the Statutory Education Licence,
<https://www.copyright.com.au/licencespermission/educational-licences/>
- Embedding academic integrity into teaching, learning and assessment practices.
- Modelling the use of academic integrity in their teaching.
- Monitoring the implementation of academic integrity in all learning and teaching experiences, including assessment.

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- Identifying when breaches of academic integrity occur and supporting students to understand correct behaviours and learn appropriate skills to correct misconduct.
- Reporting academic misconduct to the Executive Leadership Team and supporting the school's investigations.
- Supporting all students to understand the school and societal expectations around academic integrity and what the possible consequences of academic misconduct are.
- Explicitly teaching academic integrity expectations, including note-taking, paraphrasing, reference and citation skills appropriate to students' developmental stages, specifically:

By the end of Grade 2:

- Understanding the concept of writing what they have learnt in their own words.
- Showing or explaining their information sources.

By the end of Grade 4:

- Understanding the terminology including: academic honesty, reference, quote, quotation marks, paraphrasing.
- Understanding how to reference a book (author, title, page number) and website (URL, date).
- Use quotation marks to record text which has been directly copied.

By the end of Grade 6:

- Understanding terminology including: academic honesty, reference, quote, quotation marks, paraphrasing, plagiarism and citation.
- Understand how to reference a book (author, title, publisher, year of publication, page number) and website (URL, date).
- Understand how to use quotation marks to record text which has been directly copied.
- Use strategies for the citation of a source.

Students are responsible for:

- Understanding and following the school's academic integrity expectations for their grade level.
- Understanding that academic integrity is a shared responsibility supported by teachers, families and the wider school community.
- Acting honestly, responsibly and ethically in all aspects of their learning.
- Being principled by completing all learning and assessments honestly, ensuring submitted work is authentic and reflects their own understanding.

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- Using year-level appropriate skills to comprehend and paraphrase from information sources.
- Stating where their information has come from in simple terms.
- Collaborating ethically by recognising the contributions of others while accurately representing their own work.
- Acknowledging ideas that have come from different sources of information, using year-level appropriate skills to reference/cite the work of others.
- Asking consent when using photos or materials that include other people's work or ideas (e.g. ideas from friends, photos for PYP Exhibition).
- Refusing and reporting academic misconduct.
- Using the internet responsibly, including during assessments, and behaving in ways that uphold the expectations and values of Coatesville Primary School.
- Accepting responsibility for their actions and recognising that academic integrity promotes fairness, authenticity and personal growth.

Parents are responsible for:

- Understanding and supporting Coatesville Primary School's Academic Integrity Policy.
- Discussing with their children the importance of academic integrity.
- Being transparent when they have supported their child/ren to complete learning tasks.
- Encouraging their children to submit work that is authentically their own.
- Supporting students to use reliable primary and secondary sources of information responsibly.

The school is responsible for:

- Informing the school community of their Academic Integrity Policy.
- Supporting the implementation of their Academic Integrity Policy.
- Providing necessary resources for the school community to carry out their roles and responsibilities with academic honesty.

Artificial intelligence (AI)

Coatesville Primary School recognises that artificial intelligence (AI) can be a valuable learning tool when used responsibly and ethically. All work submitted for assessment must represent the student's own learning and understanding. AI must not be used to complete work on a student's behalf or to gain an unfair academic advantage.

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Where AI use is permitted, students are required to acknowledge its use. Teachers will clearly communicate expectations for each learning task and use a range of strategies to verify the authenticity of student work.

The school will manage concerns regarding inappropriate AI use in accordance with this Academic Integrity Policy and Department of Education guidance.

Further Information and Resources

IB Publications

The following documents are located on the IB portal for IB educators which is password protected:

Academic integrity in the PYP, International Baccalaureate Organisation, Published August 2023

Academic Integrity Policy, International Baccalaureate Organisation, Published May 2026

Programme Standards and Practices, International Baccalaureate Organisation, Published November 2011

Principles into Practice, International Baccalaureate Organisation, Published April 2025

Policy Review and Approval

Policy last reviewed	July 2026
Consultation	Principal & School Council School Community
Approved By	Principal School Council
Next scheduled review date	2028

Appendix 1 - <https://ibo.org/globalassets/new-structure/digital-toolkit/pdfs/academic-integrity-poster-en.pdf>



Ten tips for acting with integrity





Always act with honesty and in a responsible and ethical manner—being conscious of the influence that you have on those around you can set a great example to others.			Familiarise yourself with the school's rules and ensure that you understand what academic integrity means and consists of.
Don't try to gain an unfair advantage in coursework, mock examinations, or assessments by copying someone else's answers or using a mobile phone during an exam, for example.			Always reference and cite other people's work that you have used in your essays—be proud of explaining that you understood someone else's ideas and thought that they were good. Seek help if you are struggling or are not sure of expectations.
Stand up for what is right—alert a member of staff at your school if you suspect that someone has cheated.			Learn to accept your strengths and weaknesses and do the best that you can.
Take responsibility for your own actions and their consequences.			Know how to safely collaborate and share work when using social media and digital collaborative platforms.
Be mindful of maintaining academic integrity during group work/projects and keep track of what each group member is contributing.			Try to overcome procrastination. Managing your time wisely will reduce stress-induced, last-minute work which increases the likelihood of cheating.

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