

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.

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.

Purpose

The aims of the policy are to:

- Raise the awareness and expectations of academic honesty within the school community.
- Provide guidelines on how to be academically honest in learning and teaching.
- Identify ways to support students to develop skills and understandings necessary to act with academic honesty

Scope

This policy applies to:

- students
- staff
- parents/carers

Policy

Understanding and implementing academic honesty is an essential aspect of learning and teaching. The school community (leadership, teachers, students and parents/carers) should act with integrity and honesty by valuing, respecting and acknowledging sources of information when presenting and publishing their ideas.

Academic honesty supports the development of Coatesville’s school values (respect, responsibility, cooperation, harmony and achievement) and is required to support the implementation of an inquiry learning approach. 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.

Students are responsible for:

- Being principled by submitting work that is their own.
- Using year level appropriate skills to comprehend and paraphrase from information sources.
- Using year level appropriate skills to cite/reference work of others.

Teachers are responsible for:

- Respecting copyrighted resources, both print and online, by not using them without seeking the correct permission.
- Adhering to the Statutory Education Licence, <https://www.copyright.com.au/licencespermission/educational-licences/>
- Modelling the use of academic honesty in their teaching.
- Monitoring the implementation of academic honesty in all learning and teaching including assessment.
- Identifying when breaches of academic integrity occur and supporting students to understand correct behaviours and learn appropriate skills required.
- Supporting all students to understand the school and societal expectations around academic integrity and what the possible consequences of academic dishonesty are.
- Teaching note taking skills necessary for students to be able to paraphrase.
- Teaching age appropriate knowledge and skills to support the understanding and implementation of academic honesty across the school, 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.
- Understand 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).

Ratified by School Council May 2023

- Understand how to use quotation marks to record text which has been directly copied.
- Use strategies for the citation of a source.

Parents are responsible for:

- Understanding and supporting academic integrity.
- 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.

Further Information and Resources

IB Publications

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

Academic honesty in the IB educational context, International Baccalaureate Organisation, Published August 2014, Updated November 2016,

Academic Integrity, International Baccalaureate Organisation, Published October 2019

Principles into Practice, International Baccalaureate Organisation, Published October 2018,

Policy Review and Approval

Policy last reviewed	May 2023
Approved by	Principal & School Council
Next scheduled review date	2025

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

Ten tips for acting with integrity

<p>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.</p>		<p>Familiarise yourself with the school's rules and ensure that you understand what academic integrity means and consists of.</p>
<p>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.</p>		<p>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.</p>
<p>Stand up for what is right—alert a member of staff at your school if you suspect that someone has cheated.</p>		<p>Learn to accept your strengths and weaknesses and do the best that you can.</p>
<p>Take responsibility for your own actions and their consequences.</p>		<p>Know how to safely collaborate and share work when using social media and digital collaborative platforms.</p>
<p>Be mindful of maintaining academic integrity during group work/projects and keep track of what each group member is contributing.</p>		<p>Try to overcome procrastination. Managing your time wisely will reduce stress-induced, last-minute work which increases the likelihood of cheating.</p>

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