

Academic Honesty Policy

The goal at Alphington Grammar School is to develop well rounded, world ready individuals and this is reflected in the core values underpinned by the seventh value and school motto of 'Aspiring to Excellence'. Three of the core values, Respect, Responsibility and Integrity are central to the philosophy of Academic Integrity.



1. Purpose:

1.1. All students must submit work that is original or have respected the intellectual contributions of others through correct referencing. Violations of this policy will have serious consequences. To this end, this policy aims to:

- acknowledge the importance of respect, integrity and responsibility in the development of Academic Integrity;
- explain Academic Honesty and how to avoid plagiarism;
- outline expectations of students for honest academic practices;
- identify responsibilities of staff in developing and promoting academic honesty;
- describe school processes and practices to assist students to maintain ethical behaviour; and
- outline processes if cases of academic dishonesty are identified.

2. Rationale:

2.1. Alphington Grammar School is committed to establishing an environment wherein the students are able to work ethically and honestly, and to be able to recognise that protecting the intellectual rights of others is a civil and social responsibility.

2.2. Students develop their own ideas and knowledge throughout their schooling while also engaging critically with the ideas of others. Being able to think and express ideas confidently while at the same time acknowledging the ideas and words of others takes time and practice and are ultimately the hallmarks of a successful student.

2.3. Students need to recognise that plagiarism is dishonest, an injustice to themselves, their teachers, their peers and goes against the values of the school.



3. Types of Academic Misconduct:

3.1. Academic misconduct or breach of Academic Honesty includes, but is not limited to the following **whether it is intentional or not**:

- **plagiarize** using another's words or ideas, representing them as your own without acknowledging their source;
- **collusion**: unacknowledged collaboration with another person in the writing of a student's submission for an assessment task;
- **falsification of data**, for example in the collection of experimental results; and
- **cheating** in a test or examination.

3.2. Examples include when you:

- hand in someone else's work as your own;
- ask for significant input into your final draft from someone else. This could include a parent, friend or tutor;
- copy another student's work (with or without their knowledge) and hand it in as your own;
- get assistance for assignments which are supposed to be your own independent work;
- allow someone else to copy your work and hand it in as their own;
- paraphrase material from another source without proper acknowledgement or citation;
- fail to acknowledge direct quotes;
- cut and paste different sections from the internet without acknowledgement;
- fail to indicate with quotation marks that you copied another person's exact written words or symbols, regardless of how few were used;
- fail to provide a reference list or bibliography for a project that requires research; and
- buy or obtain an essay and hand it in as your original work.

3.3. The usual reasons students plagiarize include:

- lack of confidence in their own abilities;
- trouble planning and using their own time;
- competing demands such as work, sport and school;
- not wanting to do the 'work;' and
- wanting to get an academic advantage over other students.

4. Avoiding Malpractice:

4.1. Should a student realise that their commitments will preclude them from having adequate time to complete an upcoming assessment, they need to speak to the teacher of the subject in the first instance or Head of Faculty or Head of House before the work is due. This will avoid a situation whereby the student resorts to plagiarism.

4.2. The student's circumstances will be considered and if judged to be valid, the student will be given an extension of time to complete the task.

4.3. Where a student chooses to use the work of another, however, consequences will apply, and the student's result will be penalized.

4.4. Students are expected to submit copies of their assignments to Turnitin. This can be done repeatedly over the duration of the assignment and informs students of possible plagiarism and allowing work to be corrected. Turnitin also provides teachers with a tool to authenticate the work submitted.



4.5. To avoid incorrect or insufficient information when acknowledging sources, students can use the online referencing generator SLASA, to which the school subscribes.

5. Commitment to Academic Honesty:

5.1. Alphington Grammar School will:

- provide information to parents and students explaining the Academic Honesty Policy and school practices;
- support teachers in implementation and monitoring of the policy;
- develop an environment that supports honesty through encouraging and valuing ownership of individual ideas and work;
- teach appropriate methods of acknowledging the ideas and words of others and provide tools to facilitate this practice;
- provide tools to assist students to avoid unintentional plagiarism; and
- respond promptly and consistently when cases of academic malpractice are identified.

5.2. Students should:

- understand the importance of academic honesty in the development of lifelong learning;
- identify appropriate uses of collaboration and group work;
- submit work for assessment, written or oral, that contains the student's individual and original ideas with the ideas and work of others fully acknowledged;
- demonstrate competent and appropriate use of conventions for citing and acknowledging original authorship, using the Harvard author-date system;
- submit work, on request or at their own instigation, to turnitin.com to identify any non-original content of a piece of assessment work; and
- seek clarification about any aspect of the Academic Honesty Policy, or its application, from teachers or the relevant Faculty Head.

5.3. Teachers will:

- support the Academic Honesty Policy and comply with the school standards for acknowledging sources;
- explain the importance of valuing ownership of individual ideas and work;
- develop a climate that supports honesty through giving students confidence in their ability to produce authentic and individual work, making them feel they can succeed without resorting to malpractice;
- inform students of expected standards for ethical conduct;
- explicitly teach methods, appropriate to individual subjects, of acknowledging the ideas and words of others;
- provide clear guidelines on academic writing and referencing styles required in each subject;
- provide clear guidelines on collaborative and group work and the assessment requirements of tasks based on this work;
- seek to support students by appropriate use of the drafting process;
- retain material which assists in the authentication of student work;
- adopt practices that minimize the risk of malpractice in tests and examinations; and
- support the school in timely, appropriate and consistent management of cases of suspected malpractice.



6. Investigation and Consequences of Malpractice:

- 6.1. The subject teacher will collect any evidence immediately, and the nature of the breach will be recorded. If applicable, the student will be allowed to complete the remainder of the task.
- 6.2. If in exam conditions, the student will discuss the incident with the Head of Faculty and the supervising teacher.
- 6.3. The Head of Faculty will investigate the problem and, if necessary, the student will be brought to the attention of the Assistant Principal/Head of Secondary for an immediate interview.
- 6.4. Each case will be considered depending on particular details, but in general marks will NOT be awarded for the assessment (or relevant section) and this will be carried through into the calculation for the Semester report. The student's parents/parent liaisons will be immediately informed, and a Friday afternoon detention will be given.
- 6.5. The Principal reserves the right to exclude students from Special Awards and/or Speech Night Awards for serious instances of Academic dishonesty or malpractice.