



Academic Integrity Policy

Introduction

Academic Integrity means approaching school-work and academic responsibilities in an ethical manner that is fair and equitable to all students.

The college's student expectation framework includes respect for the learning environment. The college values of community, empathy and endeavour are expected to be showcased within the learning environment.

All class tasks and assessment tasks should be submitted on time and to the standard that reflects the student's ability. The attached appendices are flow charts to be used when work is not submitted on time or to the expected standard.

Purpose

The purpose of this policy is to set academic standards of behaviour that are consistent with the values and expectations of the College and the broader community.

Students are expected to observe and comply with this policy in all their internal and external learning pursuits in their years of enrolment at the College.

Scope

This policy applies to all assessments across all subjects and all year levels at St Francis Catholic College.

What is plagiarism?

Plagiarism is an individual's submission of another person's work or ideas, artificial intelligence generated or through the generation of artificial means, work without knowledge or permission as their own. It can be written, oral or electronic, and includes copying or pasting from the internet, or using AI or seminar technologies to generate work.

Examples of plagiarism may include:

- Copying or submitting all or part of another person's work with/without that person's knowledge.
- Copying all or part of another person's work with/without that person's knowledge
- Submitting all or part of a paper from a source text or AI-generated without proper acknowledgement.
- Copying part of another person's work from a source text or AI-generated without referencing correct documentation and leaving out quotation marks.

- Submitting materials paraphrasing or summarising another person's work or ideas without appropriate documentation or links to the student's own work.
- Submitting a digital image, sound, design, photograph or animation, altered or unaltered as your own without proper acknowledgement of the source.
- Copying from a source that makes up the majority of your work.
- Cutting and pasting from the internet without giving a reference.
- Accessing AI-generated responses or artificially generated means when permission is not given to be used as a source of information. Failure to provide a reference list for a project that requires research.
- Bringing in supporting materials to an assessment where this is not an allowable resource
- Bringing electronic material to an assessment where this is not an allowable resource. This includes Mobile phones, Smart Watches, Technologies with WIFI connection and CAS-calculators if not permitted by the subject.
- Sharing your work with another student during assessment, including tests and examinations or sharing unauthorised material with another student in an assessment.

Examples of this may include:

- Sharing your answers with another student that you generated or through other sources such as AI.
- Allowing another student to copy all or part of your work
- Sharing your allowable supporting materials and notes with another student in an assessment
- Bringing in electronic material or other resources to an assessment where this is not an allowable resource and then sharing it with another student

The College's preferred referencing tool is CiteMaker (Citemaker.com), using APA or JAPA. Students can access the tools via the College's links: Student Links in SIMON.

To avoid plagiarism, students should not:

- Share the details of a task done under test conditions.
- Submit work that is not entirely their own (re-wording certain parts or using AI or using artificial means such as AI-generated response is still plagiarism).
- Copy the work of another student or allow another student to copy their work.
- Have someone else do their work (such as a parent or a tutor).
- Attach their name to any group work to which they have contributed significantly less than other members of the group.

All assessment task coversheets will contain the following student declaration statement and require the student's signature.

*I (NAME) declare that the work submitted in relation to this task is all my own. I have not received unwarranted assistance from teachers, tutors or anyone else prior to its completion. Work has been completed according to the guidelines set by the teacher and in accordance with the rules set down by St Francis Catholic College (SFCC). Submission of part or all of someone else's work, or generated through artificial means constitutes **plagiarism**. I accept the consequences imposed should I choose to disregard the Academic Integrity Policy.*

Students should:

- Provide a bibliography or reference list to show any sources used.
- Use quotation marks and in-text citations or footnotes to reference any material that is directly quoted.

Procedure for plagiarism

Detecting Plagiarism

If staff cannot authenticate a piece of student work, they may submit the work to a screening process to check for plagiarism. Students may also be asked to verify the work is their own. This may be done in oral or written form.

Year 7 to 10

If students in Years 7 to 10 participate in plagiarism, then:

- The subject teacher in consultation with the College Domain Leader will issue an Unsatisfactory Performance Letter on PAM.
- Parents will be alerted of the incident via phone or email. Parents must then log onto PAM to get more details of the incident.
- The student will receive a zero for the task that has been plagiarised. For extended tasks, students will receive zero for parts of the task that have been identified as plagiarised.
- The student must resubmit to receive feedback and show satisfactory understanding of the task.

VCE, VCE-VM and VPC

If students in VCE, VCE-VM or VPC participate in plagiarism, then:

- A Review Panel Meeting will be required. The panel will include a subject teacher, VCE Coordinator or Applied Learning Leader. The Deputy Principal – Learning and Teaching will be notified.
- In conjunction with the subject teacher and VCE Coordinator or Applied Learning Leader, a 'Redemption Letter' will be assigned on PAM.
- The subject teacher will alert parents via phone or email. The incident will be recorded on PAM.
- Potential consequences include:
 - The student will receive a zero for the task.
 - Reduction of marks
 - The student may be required to resubmit the task to show satisfactory understanding of the outcome, and to receive an 'S' for the Unit.
- Based on the direction of the review panel, an 'N letter' may be assigned to PAM.
- Copying another student's work during assessment, including tests and examinations or bringing unauthorised supporting material into an assessment.

Procedure for copying or bringing in unauthorised material

Detection

Where a staff member sees or identifies the student's work is not authentic but has been copied from another student's work or an unauthorised material/source they should make a note of the incident and email the Domain Leader and appropriate House Leader. The staff member should request the student(s) remain behind at the end of the assessment and explain what has occurred and why. The staff member can ask the student(s) to verify the work is their own where there is doubt about who did the copying. This may be done in oral or written form. Record all information and refer to the Academic Integrity Policy.

Year 7 to 10

If students in Years 7 to 10 participate in copying or bringing in unauthorised material, then:

- An Unsatisfactory Performance Letter will be assigned on PAM.
- Parents will be alerted of the incident via phone or email. Parents must then log onto PAM to get more details of the incident.
- The student will receive a zero for the task or for the part of the task that was copied.
- The student must resubmit the task to show satisfactory understanding of the task.

VCE, VCE-VM and VPC

If students in VCE, VCE-VM or VPC participate in copying or bringing in unauthorised material, then:

- Parents will be alerted of the incident via phone or email. The incident will be recorded on PAM.
- Potential consequences include:
 - The student will receive a zero for the task or for part of the task that was copied and/or had access to unauthorised material.
 - Reduction of marks
 - The student may be required to resubmit the task to show satisfactory understanding of the outcome, and to receive an 'S' for the Unit.

Procedure for sharing working or sharing unauthorised material

Detection

Where a staff member sees or identifies a student has shared their work in an assessment and this is not allowed, they should make a note of the incident and email the Domain Leader and appropriate House Leader. The staff member should request the student remain behind at the end of the assessment and explain what has occurred and why. The staff member can ask the student to verify the work, resources or electronic material, including AI generated, that was shared. This may be done in oral or written form. Record all information and refer to the Academic Integrity Policy.

Year 7 to 10

If students in Years 7 to 10 participate in sharing their own or unauthorised material, then:

- Parents will be alerted of the incident via phone or email. Parents must then log onto PAM to get more details of the incident.
- Notes on the incident are to be entered into the Student's Profile

- A meeting with the teacher and either the Domain Leader or House Leader should be organised to explain the seriousness of sharing information with other students in an assessment.
- Where a second incident occurs, a meeting is organised for the student, parent/guardian and Domain Leader or House Leader to discuss the impact and seriousness of sharing work. The Deputy Principal – Learning and Teaching can be invited to the meeting and should be kept informed of the second incident.

VCE, VCE-VM and VPC

If students in VCE, VCE-VM and VPC participate in sharing their own or unauthorised material, then:

- Parents will be alerted of the incident via phone or email. The incident will be recorded on PAM and parents can then log onto PAM to get more details of the incident.
- Notes on the incident are to be entered into the Student’s Profile
- A meeting with the teacher and either the Domain Leader or VCE Leader or Vocational Pathway Leader should be organised to explain the seriousness of sharing information with other students in an assessment.
- Where a second incident occurs, a meeting is organised for the student, parent/guardian and Domain Leader or VCE Leader or Applied Learning Leader to discuss the impact and seriousness of sharing work. The Deputy Principal – Learning and Teaching can be invited to the meeting and should be kept informed of the second incident.

English as an Additional Language (EAL) learners

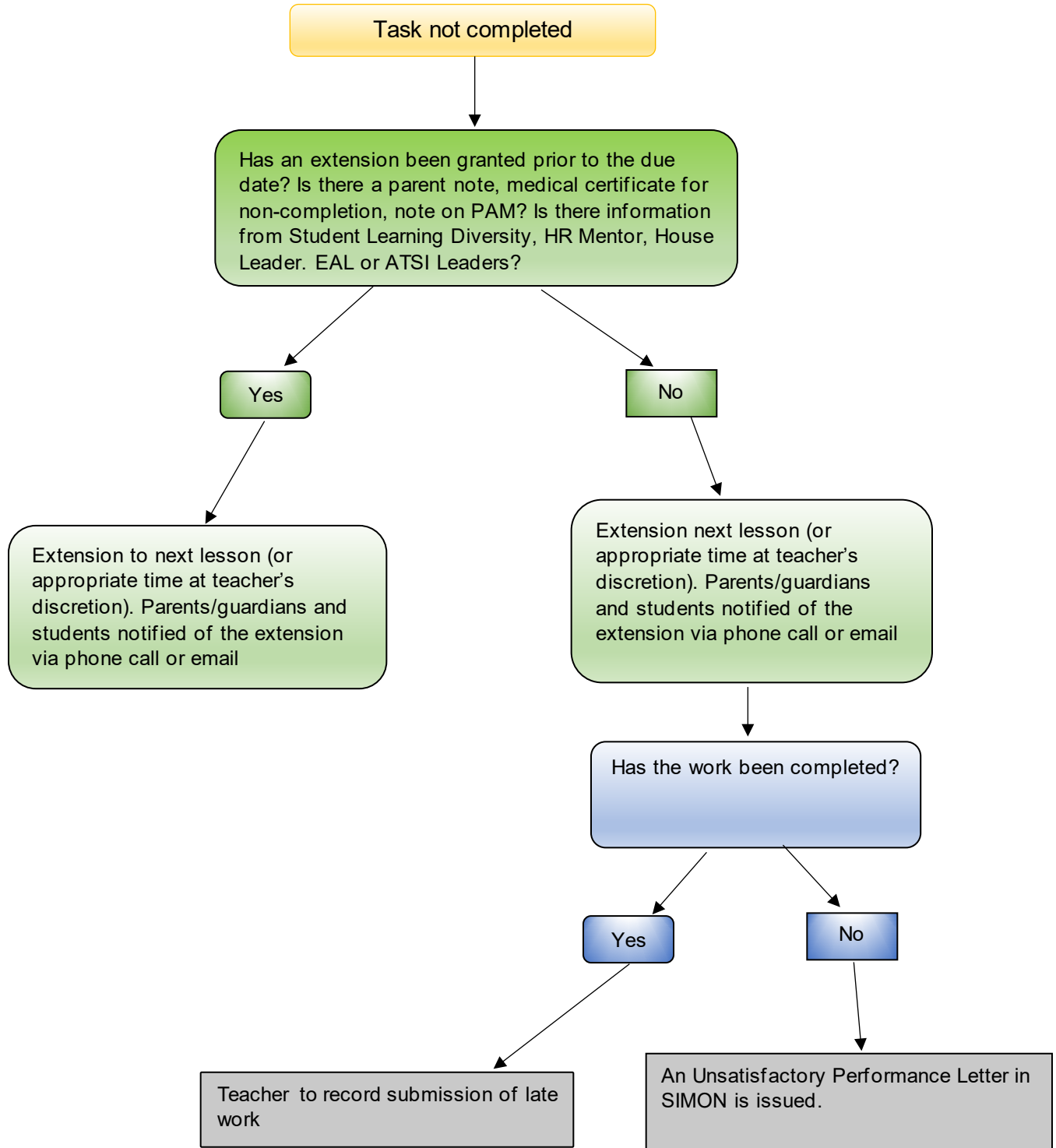
For EAL learners under the plurilingual strand in the VCAA curriculum, drafting in the first language or using translation tools is allowed and can be encouraged. However, assessments are presented and marked in Standard Australian English (SAE). For example, students can use their first language to plan and organise their draft. The final assessment task must be presented in SAE.

Document Information

Approved by:	Joanne Holmes
Approval date:	24/06/2024
Risk rating:	Low
Version history	
Version 3	June 2024

Appendix 1 – Incomplete SIMON Class Tasks Year to 10

This is for incomplete SIMON Class Tasks. If Homework is not completed regularly, teachers to make contact home. Professional judgement is required when following this process.



Appendix 2 – Assessment Tasks Year 7 to 10

