

ACADEMIC HONESTY POLICY

Preamble

St Columba's College is a Mary Aikenhead Ministries College in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Venerable Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

Context

The College Mission statement is underpinned by the values of: commitment to justice, educational endeavour and love of learning. Therefore we aspire to the pursuit of academic excellence by developing students who are independent and critical thinkers. In order to achieve this, students (should) be able to produce authentic work / products in a variety of contexts. Central to authenticity is the notion of Academic Honesty.

We recognise and encourage the need to be involved in living out justice in the school, the local and the international community. We aim to provide a model of learning that:

- recognises the dignity of the individual and respects and celebrates that individuality;
- fosters self worth and self- discipline in a supportive environment;
- nurtures the development of right relationships through the provision of just structures and processes.

These aspirations are central to academic excellence at St Columba's College. This policy gives expression to them by outlining the principles, programs, organisational structures and practices that enable the College to promote and support student learning and wellbeing.

Principles

St Columba's College wishes to foster a culture where academic honesty is understood and acknowledged. The underlying principles are that:

- the process of learning is complex and involves investigating, analysing, synthesising and reflecting;
- encouraging and fostering high standards of academic rigour enables students to become creative and critical thinkers;
- students have a responsibility to demonstrate that the work they present is their own;
- students have a responsibility to acknowledge all resources used;
- plagiarism and/or cheating are unacceptable.

All teachers have a role in developing students' skill in acknowledging source material and pride in their own work.

Definitions

Academic Honesty:

Academic Honesty is the process of acknowledging all sources of information to avoid plagiarism and cheating. Plagiarism is defined as taking the ideas, imagery, writings, or tangible expressions of other people, and passing these off as your own.

Honesty:

Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment.

Plagiarism:

Plagiarism is an act of fraud. It includes:

- using the words/ideas of another without including proper citation and bibliography;
- copying and pasting from someone's work (even one sentence)—is considered plagiarism unless there are quotation marks preceding and following the quoted material;
- citing the sources used but copying and pasting entire sentences (or photos/graphics/code) without using quotation marks or proper citation methods;
- presenting the ideas of another as one's own original thoughts;
- copying another student's work or assignment (including homework and sharing of drafts) to submit as one's own;
- allowing another student to copy your assignment (including homework);
- intentionally giving incorrect information about the source of a quotation;
- changing words (paraphrasing) but copying the sentence structure of a source without giving credit.

Collusion:

Collusion is when a student uses the ideas or actual work of another student with their consent and presents it as their own. In such cases, both students are in breach of the Academic Honesty Policy.

Examples may include:

- student presents/submits task as their own work, yet there is evidence of unauthorised collaboration with another student;
- allowing another student to copy their work;
- where two or more students submit identical work.

Cheating:

'Cheating' in an educational environment includes the following examples:

- submitting another student's work as one's own, for example, an essay written by a sibling or another student;
- submitting a paper or art work, etc. purchased from an Internet essay site;
- using an unauthorised set of notes, summary sheet, graphic calculator or other storage device during a test or quiz;
- helping another student without permission during a test or quiz;
- stealing or borrowing or removing an exam from the classroom or taking it from a teacher without explicit permission;
- modifying or in any way altering a teacher's grades or official records;
- using a teacher's notes, manuals, or guides without explicit permission.

(Adapted from <http://www.mhs.vic.edu.au/english/english/students/plagiarism.htm>)

Sources:

A source is a place, person or thing from which something is obtained or originated (Penguin, 2001).

Sources can include:

- Media (*Film, Websites, Social media- Blogs...*)
- Text (*Books, Newspapers, Websites, Letter*)
- Audio (*Recordings, Podcasts...*)
- Ideas
- Images (*photos, artwork...*)
- Performances (*Music, dramatisations, Interviews, Speeches*)

References:

Allen, E, 2001. The Penguin English Dictionary 'Sources' Penguin Books, England.

Marotus, G. 2012. Policy on Intellectual Theft / Plagiarism (online).

St.Columba's College, 2016. VCE 2016 Student Guide: UNITS 1 – 4. St Columba's College Essendon, Victoria p.4

University of Melbourne, 2015. 'Academic Honesty and Plagiarism' (Online).
<https://academichonesty.unimelb.edu.au/plagiarism.html> [Accessed 9/02/2016]

Related Guidelines

St Columba's College - *Academic Honesty Implementation Guidelines*

APPROVAL AND REVIEW

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Delegated Contact Person:	Head of Learning and Teaching
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