St Columba's College

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.

Policy Statement

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 positive relationships through the provision of just structures and processes.

These aspirations are central to academic excellence at St Columba's College. This policy sets out the internal procedures that apply within the College for addressing academic honesty, to ensure that these are dealt with fairly, consistently, transparently and promptly. This policy demonstrates the College's commitment to practices that reflect the values of justice and hope.

Guiding 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' skills in acknowledging source material and pride in their own work.

In considering if a student's work is their own, teachers will consider if the work:

- is atypical of other work produced by the student;
- is inconsistent with the teacher's knowledge of the student's ability;
- contains unacknowledged material;

- has not been sighted and monitored by the teacher during its development.

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.

Legitimate collaboration:

Legitimate collaboration is working with other students to share ideas and synthesize existing and new knowledge to improve educational outcomes. In this case, each student provides her own contribution and if any content has been taken from another source then the source is fully acknowledged.

Cheating:

Cheating is the intended use of unauthorised assistance to complete an assessment.

'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 artwork, etc. purchased from an Internet essay site;
- having and using an unauthorised set of notes, summary sheet, unauthorised calculator or other electronic devices 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)*

Citations

St Columba's College will be using the Harvard Referencing Style.

Teacher responsibilities

- Review the Academic Honesty Policy with students on an annual basis
- Implement teaching strategies that explicitly teach the research process
- Provide clear, unambiguous and educationally appropriate information about the Harvard form of referencing
- Ensure that students cannot use material from previous years, by altering assessment tasks from term to term, semester to semester, year to year
- When students undertake research make it a requirement that they access a minimum of 3 different sources
- Ensure that students follow the College Bibliography Guidelines (In the planner, and online)
- Encourage students to use a data chart to show evidence of personal research e.g. note-taking, highlighting, drafting and conferencing)
- Where appropriate, rubric to include criteria that acknowledge note-taking, synthesis of information and bibliography
- Collect all assessments before returning student work
- Assessment instructions should clearly indicate accepted materials and conditions

Student responsibilities

- A student must ensure that all unacknowledged work submitted for assessment is genuinely their own
- A student must accurately cite the work of others in their own assignments
- A student must acknowledge all resources used, including:
  - texts, websites and other source material
  - the name and status of any person who provided assistance and the type of assistance provided
- A student must not receive undue assistance from another person in the preparation and submission of work
- A student must not submit the same piece of work for assessment in more than one study, or more than once within a study
- A student must not knowingly assist another student in a breach of rules
- A student should acknowledge tutors and regular help from a family member
- A student must not circulate or publish written work that is being submitted for

assessment in a study in the academic year of enrolment

- Acceptable levels of assistance include:
  - the incorporation of ideas or material derived from other sources (for example, by reading, viewing or note taking), but which have been transformed by the student and used in a new context
  - prompting and general advice from another person or source, which leads to refinements and/or self-correction
- Unacceptable forms of assistance include:
  - use of, or copying, another person's work or other resources without acknowledgement
  - corrections or improvements made or dictated by another person

References

Allen, E, 2001.The Penguin English Dictionary 'Sources' Penguin Books, England. Marotus, G. 2012. Policy on Intellectual Theft / Plagiarism (online).

ISWA Whole School Academic Honesty Policy And Procedures 2018

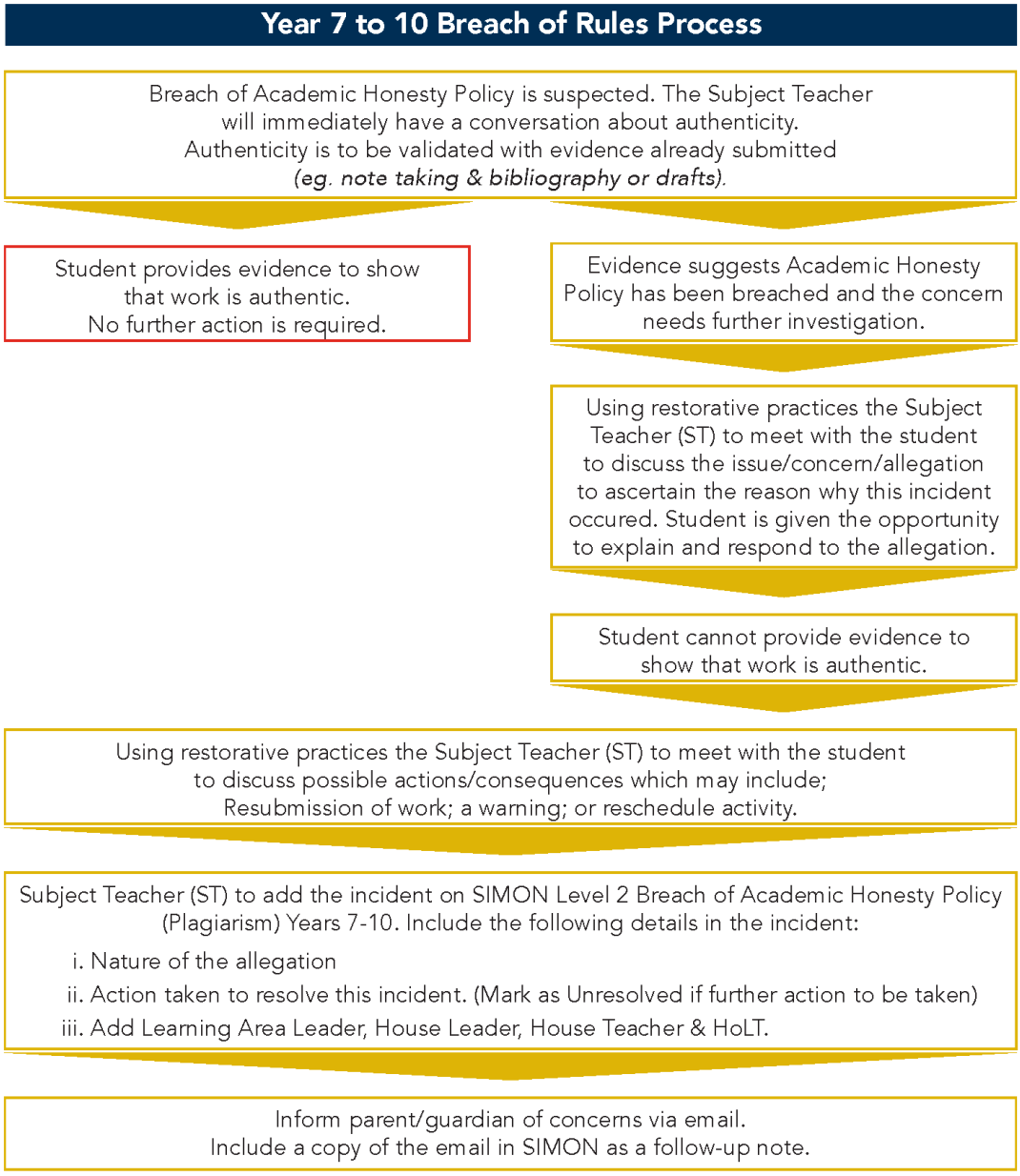
St.Columba's College, 2021. VCE 2021 Student Guide: UNITS 1 – 4. St Columba's College Essendon, Victoria p.4

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

APPROVAL AND REVIEW	
Date of Approval:	August 2021
Approval Authority:	College Leadership Team
Delegated Contact Person:	Head of Learning and Teaching
Next Review Date:	August 2024

ACADEMIC HONESTY FLOWCHART

The guidelines are to be used when there is a concern that a student has breached the Academic Honesty Policy.



VCE, VET, VCAL Breach of Rules Process

Breach of rules is suspected. Student continues to complete the assessment and the Subject Teacher approaches the student immediately after the completed assessment.

Collect evidence from the students and state the matter will be referred to the VCE Leader or Applied Learning Leader to have a conversation about authenticity. Authenticity is to be validated with evidence already submitted (eg. note taking & bibliography or drafts).

Referral to VCE Leader or Applied Learning Leader. Subject Teacher (ST) to add the incident on SIMON Level 2 Breach of Academic Honesty Policy (Plagiarism) VCE, VET, VCAL.

Include the following details in the incident:

i. Nature of the allegation
ii. Action taken to resolve this incident. (Mark as Unresolved if further action to be taken)
iii. Add Learning Area Leader, House Leader, House Teacher & HoLT.

VCE Leader or Applied Learning Leader to interview the teacher and review the student work, assessment process, past student work comparison and copies of the breach materials.

Using restorative practices the VCE Leader or Applied Learning Leader make contact with student and discuss allegation and process. VCE Leader or Applied Learning Leader make contact with parent/legal guardian. Email to parent/legal guardian and student with at least 24 hours notice.

The student can elect to have one support person in the meeting. The LAL will document/record the minutes of the meeting.

Documentation, context and evidence to HoLT and Principal. HoLT and/or Principal make final decision.

Inform student of decision and of VCAA requirements. Discuss the actions moving forward and identify the appeals process.

Determination letter sent to parent/legal guardian. Teacher informed of penalty. Letter kept on student file.