



Kew High School Academic Integrity Policy

1. PURPOSE

The assessment of knowledge and skills is essential in guiding and monitoring learning. It provides a gauge of progress and areas of greater support. The honesty of students is integral to this process.

2. SCOPE

This policy applies to all Kew High School students in Years 7 to 10, completing subjects in those respective year levels.

For VCE students, and those students completing VCE subjects, refer to the VCE Outcomes policy and the Breach of Rules policy and process.

3. POLICY

The Kew High School Academic Integrity Policy applies to all students in Years 7 to 10, completing subjects in those respective year levels. The submission of all written work, digital, oral presentations, folios and all CATs requires students to be mindful of their obligations to ensure that the work they are submitting is their own original work or acknowledges the source(s) of information. Breaches of this policy will be managed in an age-appropriate and student-centred manner.

This policy covers four areas:

1. Cheating
2. Plagiarism
3. Interference
4. Academic Dishonesty

3.1 CHEATING

Cheating is an attempt to use (or provide) unauthorised assistance, materials, or information, in any form when submitting work for assessment.

A student must not:

- Use materials from a commercial source, which have been prepared by other persons, or submit unacknowledged documents found on the Internet.
- Inappropriately acquire examinations or other course materials, physical copies and photographic or electronic images.
- Submit portions of the same academic work for assessment more than once or for different subjects.
- Use another person as a substitute in taking of an examination.
- Use external assistance on any examination or test, except when explicitly approved by the teacher. This includes the use of tutors, books, notes, calculators, computers, and communication devices.
- Alter a grade or score in any way or alter answers on a returned examination or assignment for credit.

3.2 PLAGIARISM

Plagiarism is defined as presenting someone else's work (including the work of another student) as their own without appropriate in-text and bibliographic reference. Any ideas or materials taken from another source for either written or oral purposes must be fully acknowledged unless the information is common knowledge.

A student must:

- Acknowledge adopted or reproduced ideas, opinions, theories, graphics, or pictures of another person.
- Give credit to the originality of others and acknowledge sources whenever:
 - Directly quoting another person's actual works, whether oral or written.
 - Using another person's ideas, opinions, or theories.
 - Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written without footnoting, annotating, or bibliographical references to original ownership.
 - Borrowing facts, statistics, or illustrative material.
 - Offering materials assembled or collected by others in the form of projects or collections without acknowledgement.

Note: None of these practices is wrong, but use of one or more, without acknowledgement constitutes plagiarism. Therefore, all sources must be adequately and accurately acknowledged.

3.3 INTERFERENCE

A student must not steal, change, destroy, or impede another student's work, nor should a student attempt to affect any student's grade or the evaluation of academic performance. Impeding another students' work includes interfering with resources to deprive others of the information they contain.

3.4 ACADEMIC DISHONESTY

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use their work or resources to commit an act of misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

4. ROLES AND RESPONSIBILITIES

4.1 PRINCIPAL TEAM

- Policy review and update, when necessary.
- Ensure compliance with DET Assessment and Reporting standards.
- Ensure alignment with Kew High School Assessment and Reporting Policies, including VCE and VCAA Policies.

4.2 LEADER OF JUNIOR SCHOOL AND LEADER OF MIDDLE SCHOOL (SUB SCHOOL LEADERS)

- Ensure YLCs understand the implementation of policy.
- Communicate and explain policy to parents/carers and students.
- Provide support and assistance to YLCs, where necessary.
- Ensure correct implementation of policy from Year 7 to 10.

4.3 YEAR LEVEL CO-ORDINATORS (YLCs)

- Manage breaches of academic integrity with teacher, student, and parent/carer.
- Seek assistance from sub-school leader, where necessary.

4.4 CLASSROOM TEACHERS

- Understand policy implementation.
- Identify potential breaches of academic integrity and communicate with relevant YLCs.

4.5 STUDENTS

- Understand contents of policy.
- Ensure any assessments, or learning activities submitted is their own original work or acknowledge the source(s) of information.

5. IMPLEMENTATION

5.1 PREVENTION

- Sub school leaders to communicate policy with parents/carers and students via NewsFeed.
- YLCs to verbally communicate policy with students at one of the first year level assemblies in Term 1.
- Policy to be shared with Teaching and Learning Committee (TLC) at the beginning of Term 1, to flow into Learning Areas to ensure teachers are aware of process.

5.2 MANAGEMENT

- If a classroom teacher has formed a belief of a breach of this policy, they are to have an initial conversation with the relevant student(s) to gather more information.
- Classroom teacher is to then communicate this with the relevant YLC, via an 'Academic Integrity' red chronicle on Compass.
- YLC will speak with student(s) to gather more information. If they have formed a belief, and/or have evidence of, a breach of rules, students' parents/carers will be contacted via phone to explain situation.
- Student(s) who breached this policy, will have to provide further evidence of assessment (either via re-submission, or re-sitting a test) at a time to be negotiated with the classroom teacher. The classroom teacher will not provide formal feedback, and student will receive a 'Not Assessed' for their Learning Task.
- If other students are involved in this process, and the YLC has formed a judgement that they unknowingly breached this policy, the student will not have their assessment affected. Parents/carers will still be contacted.

6. FURTHER INFORMATION AND RESOURCES

6.1 Kew High School Assessment and Reporting Policy.

6.2 Kew High School VCE Outcomes Policy, including breach of rules.

7. REVIEW CYCLE

Policy review date	Term 3 2022
Approved by	MLR
Next scheduled review date	Term 3 2024