



AUSTRALIAN INTERNATIONAL ACADEMY

# ACADEMIC INTEGRITY POLICY

Advancement  
Determination  
Faith

# AUSTRALIAN INTERNATIONAL ACADEMY ACADEMIC INTEGRITY POLICY

Last Review Date: March 2021

Review Date: March 2023

## INTRODUCTION

At the Australian International Academy it is expected that students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that supports and encourages honesty and overall academic integrity.

Academic integrity is important in all aspects of school, it is particularly important in the upper primary and secondary school as students begin to take more responsibility for their own learning and to access a broader range of resources and information. In doing so, students need to become increasingly aware of some commonly accepted modes of academic behaviour and attitudes.

Just as we expect others to acknowledge our ideas that we have worked hard to develop, so we must also be careful to recognise the people from whom we borrow ideas. In this regard, an expectation of the school is that all students show a high standard of academic integrity.

## PURPOSE:

To create an ethical culture by communicating to the school community:

- That it is the responsibility of students for producing authentic and genuine individual and group work.
- How to correctly attribute sources, acknowledging the work and ideas of others
- The responsible use of information technology and social media
- How to observe and adhere to ethical and honest practice during examinations.

## DEFINITION

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.

Academic honesty can be defined as acting with integrity in all school work by making sure that any work submitted fully acknowledges the work of others and that it is their own and not copied from either friends, books or the internet. Academic dishonesty is therefore defined as submitting as your own work that which is not your own.

Further details from IBO:

<https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf>

## **STUDENT PLAGIARISM**

Plagiarism is the act of presenting another's words and ideas as one's own without crediting the source. It is a form of cheating and must be taken seriously by the school because it disrupts procedures for the fair and just evaluation of the achievements of students. Anything which disrupts this process is unacceptable and should be penalised.

Students are expected to do their own work and cite sources where appropriate. At no time is copying, cheating or plagiarism allowed.

The school also acknowledges the important role parents can play by supporting their children's progress by ensuring that work submitted is their child's.

At the Australian International Academy we expect students to live up to their responsibility to behave ethically and honestly as learners. In support of academic honesty and the personal integrity of all students, the school has established the following guidelines.

## **GUIDELINES FOR MAINTAINING ACADEMIC INTEGRITY/HONESTY**

1. Discipline rules and procedures for all violations of academic honesty will be conveyed to staff, parents, and students at the beginning of each school year.
2. Teachers and staff will be responsible for providing safeguards that discourage acts of student dishonesty on tests and assignments.
3. School staff (administrators/teachers) will enforce discipline rules and procedures as described in the school's discipline rules and procedures for all violations of academic honesty.
4. Students found to be in violation of rules of academic honesty will be subject to disciplinary action outlined below and in the school's discipline rules and procedures.

### **Acts of Academic Dishonesty**

Acts of academic dishonesty include, but are not limited to, the following:

#### **1. *Cheating on Tests***

Any giving or receiving of external assistance (either verbally, in writing, or using an electronic device) relating to an examination, or test without expressed direction or permission of the teacher.

#### **2. *Fabrication/Falsification***

Any falsification or invention of data, citation, or other authority in an academic exercise.

#### **3. *Unauthorized Collaboration***

This includes copying another student's work or allowing work to be copied or completing assignments for others.

#### **4. *Plagiarism***

Plagiarism includes the misuse of published materials, Internet information, and the work of other students. When the authenticity of a piece of work is in question, the onus is on the student to verify the work at the request of the teacher. If asked, all students should be able to produce evidence of all their sources for a particular piece of work to the satisfaction of the teacher

#### 5. *Theft or Alteration of Materials or Equipment*

Any unauthorised taking, concealment, or alteration of student or teacher instructional materials or equipment.

#### **Discipline rules and procedures for all violations of academic integrity policy.**

A system of progressive discipline shall be followed whenever practicable and the listed consequences shall serve as guidelines. In all cases, the teacher will record and give to the Head of School evidence of violations of academic integrity. In all cases involving authentication concerns, the onus is on the student to verify their work at the request of the teacher. Consequences may include, but are not limited to:

#### **IMPLEMENTATION**

##### **Primary School - Prep – 5:**

##### ***First breach of policy:***

1. Teacher-student conference to advise/explain/counsel. Counselling should include assistance in developing strategies for avoiding academic dishonesty and/or plagiarism.
2. Parent contact may be made
3. Student will be given an opportunity to redo the assessment task or an alternative assessment task and awarded a reduced grade (at least by one band).

##### ***Second breach of policy:***

1. Parent notification/conference with teacher and student
2. Student will be given an opportunity to redo the assessment task or an alternative assessment task and awarded a reduced grade (at least by one band).

##### ***Third breach of policy:***

1. Referral to Student Management Coordinator (SMC)
2. Parent, teacher and SMC conference
3. No mark (or lowest possible grade) or credit for the assignment
4. Other options may include loss of privileges and/or referral to counsellor

##### **Middle School - Year 6 – 10:**

At the middle school level, violations are cumulative and do not start over at the beginning of each year. Consequences may include, but are not limited to:

***First breach of policy:***

1. Teacher-student conference to advise/explain/counsel. The student will receive a zero for the assessment task.  
Counselling should include assistance in developing strategies for avoiding academic dishonesty and/or plagiarism.
2. Student will be given an opportunity to redo the assessment task or an alternative assessment task and awarded a reduced grade (at least by one band).
3. Student Management Coordinator notified.

***Second breach of policy:***

1. Referral to Student Management Coordinator and makes contact with the parent.
2. Teacher-student conference to advise/explain/counselling. The student will receive a zero for the assessment task.  
Counselling should include assistance in developing strategies for avoiding academic dishonesty and/or plagiarism.
3. Student will be given an opportunity to redo the assessment task or an alternative assessment task and awarded a reduced grade (at least by one band).

***Third breach of policy:***

1. Referral to Student Management Coordinator and makes contact with the parent
2. Head of Campus notified
3. Lowest grade awarded as determined by the classroom teacher
4. Detention / Suspension and Further advice and counselling

**Senior School – Year 11 & 12:**

At the senior school there are additional policies and procedures for the authentication of school-assessed coursework and other tasks. Teachers are required to attest that all unacknowledged work by a student is genuinely their own. The documents provided by IB Diploma or VCE coordinators features rules and procedures for authentication of student work and for violations of academic honesty.

**Appeal**

A student and/or parent may appeal any sanction which results from the above discipline rules and procedures, but must do so in writing within 14 days.

**Appendices:**

1. Parent Notification
2. Parent Notification of Suspension for breach of Academic Integrity Policy



# Australian International Academy

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## Academic Integrity Policy- Parent Notification

Dear Parent/Guardian

Date: \_\_\_\_\_

As students progress through secondary education one significant change is that they will be expected to take more responsibility for their own learning and access a broader range of resources and information. Academic integrity is one of the key character traits in education. Therefore, when children engage in behavior which is not academically honest, the school should inform the parent so that the parent is also able to deal with the situation as early as possible.

This notice is to inform you that your son/daughter \_\_\_\_\_ was involved in one of the following breaches of academic integrity policy.

- \_\_\_ Cheating on tests and exams
- \_\_\_ Fabrication/Falsification
- \_\_\_ Unauthorised Collaboration
- \_\_\_ Plagiarism
- \_\_\_ Use of unauthorized materials or equipment

Other: \_\_\_\_\_

Enclosed is a summary of the Academic integrity rules for your reference. Please discuss the matter with your child and understand that additional violations of academic integrity may result in your child's suspension from school.

If you have any questions or concerns regarding this matter, I invite you to contact me at school.

Yours Sincerely,

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**Head of Campus**



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## Academic Integrity Policy- Parent Notification of Student Suspension

Dear Parent/Guardian

Date: \_\_\_\_\_

As students progress through secondary education one significant change is that they will be expected to take more responsibility for their own learning and access a broader range of resources and information. Academic integrity is one of the key character traits in education. Therefore, when children engage in behavior which is not academically honest, the school should inform the parent so that the parent is also able to deal with the situation as early as possible.

As a result of repeated violations of the school's academic integrity policy, your child is being placed on a .....day school suspension which begins on \_\_\_\_\_.

Your child may return to school on the morning of \_\_\_\_\_.

During the suspension period your child may not return to school, participate in any extracurricular activities, or attend any events which are school related.

If you wish to appeal against this decision, please inform me immediately so that the suspension time does not begin until the appeal procedure is completed.

Yours Sincerely,

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**Head of Campus**



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## STUDENT ACKNOWLEDGEMENT OF ACADEMIC INTEGRITY POLICY

I fully understand the Australian International Academy Academic integrity Policy concerning dishonesty and cheating in the classroom. The policy was read and explained to me in class and/or year level assembly, and I was given an opportunity to ask questions in order to completely understand the policy and how it may affect me.

My signature shows that I have a full understanding of what is considered dishonesty or cheating and that I am fully aware of the serious penalty involved if I should choose to be dishonest in my academic work while I am a student at the Australian International Academy

Student Name (print): \_\_\_\_\_

Student Management Coordinator: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_



### **Further Explanation for Students:**

Academic honesty is acting with integrity in all your school work by making sure all your work is your own and not copied from either friends, books or the internet. Academic dishonesty is therefore defined as submitting as your own work that which is not your own. All kinds of cheating are academically dishonest and they come under three broad terms.

Malpractice - gaining an unfair advantage in any class or homework assignment -unauthorized help from friends, parents, siblings, tutors for example. Collusion - when a candidate knowingly allows her or his work to be copied and/or handed in by another student. Plagiarism is the act of presenting another's words and ideas as one's own without crediting the source - this includes the internet. This includes paraphrasing material or an original idea without properly acknowledging the source.

Falsification of documents and/or signatures will be treated as academic dishonesty.

Any student attempting malpractice, collusion and plagiarism will face consequences as per Academic Integrity Policy

How you can avoid academic dishonesty: Always strive to do all you work on your own. Do not give your work to another student. If you use someone else's words and thoughts, acknowledge them --learn how to cite (reference) sources. When in doubt, ask your teacher or librarian.