

## Academic Integrity at Firbank

### PURPOSE

1. This policy outlines the beliefs, understandings and responsibilities relating to academic integrity at Firbank.
2. To clarify the definitions, purpose and principles of academic integrity.

### SCOPE: This policy outlines:

1. The process of ensuring authenticity in all work undertaken in the pursuit of learning.
2. The School must ensure there is consistent practices to appropriately acknowledging original authorship and ownership of creative materials as well as appropriate conduct in relation to all forms of assessments and examinations.
3. The School must ensure that academic integrity shapes the conduct and actions of all parties involved in assessment of student progress.

### RELEVANT LEGISLATION

- Australian Education Act 2013
- Victorian Curriculum and Assessment Authority (VCAA) Victorian Curriculum achievement standards F – 10
- Victorian Curriculum and Assessment Authority (VCAA)
- Firbank Senior School Assessment and Reporting Handbook
- VCE Handbook
- International Baccalaureate Organisation (IBO) Standards and Practices
- IBPYP Assessment in the Primary Years Programme

### DEFINITIONS

#### Academic Integrity is defined as:

- 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.

Policy No	Issued	Review Date	Author	Page
FGS-C03	June 2021	Jan 2025	Director of Learning	1 of 6

- o Ensuring authenticity in all work undertaken in the pursuit of learning. It relates to appropriately acknowledging original authorship and ownership of creative materials as well as appropriate conduct in relation to all forms of assessments and examinations.

**Plagiarism is defined as:**

- o the act of presenting another person's work as your own. To avoid plagiarism, it is important to correctly cite another person's ideas or words.
- o Can occur when a student does not sufficiently change the wording of the information or forgets to enclose it in quotation marks.
- o A breach of academic integrity and therefore has serious consequences.

**Malpractice is defined as:**

- o Any activity that allows students to gain an unfair advantage over other students. It includes, but is not limited to:
  - copying someone else's work in part or in whole, and presenting it as their own
  - using material directly from books, journals or the internet without reference to the source
  - building on the ideas of another person without reference to the source
  - buying, stealing or borrowing another person's work and presenting it as their own
  - submitting work to which another person, such as a parent, coach or subject expert, has contributed substantially
  - using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
  - paying someone to write or prepare material
  - breaching school examination rules
  - using non-approved aids during an assessment task including but not limited to mobile phones, smart watches and notes
  - contriving false explanations to explain work not handed in by the due date
  - attempting to manipulate anti-plagiarism software
  - assisting another student to engage in malpractice
  - taking a mobile phone into a room during an assessment or examination

**Process for responding to malpractice:**

**Internal Tasks:**

In the case of suspected plagiarism/malpractice, students will be required to meet with class teacher and Head of Department/JS Head of Campus. They will be required to provide evidence that all unacknowledged work is entirely their own. Such evidence might include but is not limited to the student:

Policy No	Issued	Review Date	Author	Page
FGS-C03	June 2021	Jan 2025	Director of Learning	2 of 6

- providing evidence of and explaining the process of their work, which might include diaries, journals or notes, working plans or sketches, and progressive drafts to show the development of their ideas
- answering questions regarding the assessment task, examination or submitted work under investigation, to demonstrate their knowledge, understanding and skills

The investigation will also consider evidence of progress in a task, knowledge of the student's demonstrated standard of work and the professional judgment of the class teacher, Head and Department/JS Head of Campus and the Director of Learning. After investigation if there is evidence of malpractice the student concerned may be awarded a zero mark or be required to re-submit work for that task. A record of this outcome will be kept on the student's file and the parents will be informed in writing.

**External Tasks (Years 11 and 12):**

Firbank abides by the regulations set by the relevant educational authority.

For VCE students, the Victorian Curriculum and Assessment Authority (VCAA) treats allegations of malpractice very seriously and detected malpractice will limit a student's marks and jeopardise their VCE. Should malpractice be suspected, students will be required to demonstrate that all unacknowledged work is entirely their own.

**Malpractice during examinations and formal assessment tasks (Senior School):**

The Firbank policy on examination malpractice is read to all students during every formal examination session.

If students have unwittingly brought into the examination room any books, notes or equipment, other than that required for the session, they are to hand them to a supervisor before the examination commences. There will be no penalty if they are handed in. They will be returned after the session has concluded.

Any misdemeanour on the part of a student (possession of notes or other unauthorised material in the examination room, copying, collusion or any other form of cheating) will be noted on the student's examination paper at the time of collection and the Wellbeing Leader, Head of Department (HOD) and Director of Learning notified.

Consequences and penalties for malpractice during examinations and formal assessment tasks will be handled on a case by case basis by the Director of Learning.

Policy No	Issued	Review Date	Author	Page
FGS-C03	June 2021	Jan 2025	Director of Learning	3 of 6

## ROLES AND RESPONSIBILITIES

### Responsibility of Firbank

Make available to staff and students the Academic Integrity Policy.

Make available to staff and students the Firbank expectations relating to appropriate referencing techniques.

Establish procedures to ensure the consistent implementation of the Academic Integrity Policy.

Promote academic integrity through professional development for teachers and parental awareness

Ensure that students are held accountable, according to the school's own policies, when involved in an academic misconduct incident

Ensure that teachers and school administrators are held accountable, according to the school's own policies, when involved in a maladministration incident

### Responsibility of Firbank Teaching Staff

Understand and implement Academic Integrity Policy within the school.

Provide information and support for students on APA referencing techniques (or other subject relevant types) and the guided enquiry method.

Provide opportunities for students to practice and learn how to use other people's work in support of their own using the APA referencing techniques (or other subject relevant types).

Teach awareness of misconduct, malpractice and procedures.

Role model and actively reflect academic integrity in all aspects of their own teaching, including appropriate acknowledgment of others' work in course materials and resources

Design formative assessments that respect the principles of academic honesty.

Plan a manageable workload for students so they can allocate time effectively to produce work according to expectations

Include Turnitin as part of assignments submitted through LMS

Develop a plan to cross-reference work across multiple groups of students when they are preparing to submit final pieces of work for assessment in order to prevent collusion

Respond to student academic misconduct and support the school's investigations

### Responsibility of Firbank Students

Comply with the Academic Integrity Policies and Procedures of the School.

Policy No	Issued	Review Date	Author	Page
FGS-C03	June 2021	Jan 2025	Director of Learning	4 of 6

Seek assistance about requirements relating to plagiarism as required.

Be familiar with and use APA reference or other relevant referencing types

Take all reasonable precautions to ensure that your work and the work of others is not copied.

Give credit to used sources in all submitted work for assessment in written and oral materials and/or artistic products

Abstain from receiving non-permitted assistance in the completion or editing of work, such as from friends, relatives, other students, private tutors, essay writing or copy-editing services, pre-written essay banks or file sharing websites

Abstain from giving undue assistance to peers in the completion of their work

Show a responsible use of the internet and associated social media platforms.

### **Responsibilities in Group Work**

Group work creates unique opportunities for students to collaborate in acquisition of knowledge and building skills. These situations, though valuable may also challenge the principles of academic integrity and blur boundaries of ownership on student work. It is the student's responsibility to ensure that work submitted under their name is genuinely and completely their own work.

### **Responsibility of Firbank Parents**

Support their daughter/s in complying with the Academic Integrity Policies and Procedures of the School.

Understand what is helpful and what is not helpful when assisting their daughter/s with academic work; let their daughter do her own work but show them how to research and plan their work.

Support their children in planning a manageable workload so they can allocate time effectively

Encourage their daughter/s to always seek the advice of a teacher if they are having difficulty with their work.

Establish a good level of communication with the school so that they are familiar with the APA reference practices at Firbank.

Understand what constitutes student academic misconduct and its consequences.

Monitor the input of external paid tutors to ensure the academic practice meets guidelines in this policy.

Understand what constitutes school maladministration and its consequences.

Report any potential cases of student misconduct or school maladministration to the Director of Learning.

Policy No	Issued	Review Date	Author	Page
FGS-C03	June 2021	Jan 2025	Director of Learning	5 of 6

Submit only genuine and/or authentic evidence to support a request for inclusive access arrangements or adverse circumstances considerations for their children.

## RELATED POLICIES AND PROCEDURES

Senior School Assessment and Reporting Handbook  
Assessment and Reporting Policy

## COMPLAINTS AND ENQUIRIES

*The school community may provide feedback on this document by emailing: [kelith@firbank.vic.edu.au](mailto:kelith@firbank.vic.edu.au)*

## APPROVALS AND REVIEW

Approval and Review	Details
Approval Authority	School Board
Advisory Committee to Approval Authority	SS and JS Curriculum Team
Administrator	Head of Risk and Compliance – Jen Shakespeare
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Policy No	Issued	Review Date	Author	Page
FGS-C03	June 2021	Jan 2025	Director of Learning	6 of 6