Academic Integrity at Erindale College

This policy upholds the principle that students' work is genuine and original. All words, ideas, scholarship, and intellectual property of others used in the work must be appropriately acknowledged.

Erindale College and the BSSS are committed to a system of school-based assessment and view any breach of the rules or instructions governing that assessment seriously. Breaches of academic integrity include plagiarism, collusion, the fabrication or deliberate misrepresentation of data, and failure to adhere to the rules regarding examinations in such a way as to gain unfair academic advantage.

Purpose

The purpose of an Academic Integrity Policy is as follows:

- Students develop skills based around the creation of the work.
- Students acknowledge the work of others.
- Students understand the ethical rights and responsibilities as authors and creators.
- Students are aware of how to use information respectfully, ethically and legally when complying with intellectual academic writing practices (UTS: Library Information Literacy Framework) and all areas of the curriculum.

Examples of Breaches of Academic Integrity

A breach of Academic integrity is the copying, paraphrasing or summarising of work, in any form, without acknowledgement of sources, and presenting this as your own work.
Examples of breaches could include, but are not limited to:

- Submitting all or part of another person's work with or without that person's knowledge
- Using AI generative software to substantially research, plan, structure, and/or create the text/image/artwork.
- Submitting all or part of a paper from a source text without proper acknowledgement
- Copying part of another person's work from a source text, supplying proper acknowledgement, but leaving out quotation marks or not using italics
- Submitting materials that paraphrase or summarise another person's work or ideas without appropriate acknowledgement.
- Submitting a digital image, sound, design, artwork, artefact, product, photograph or animation, altered or unaltered, without appropriate acknowledgement.

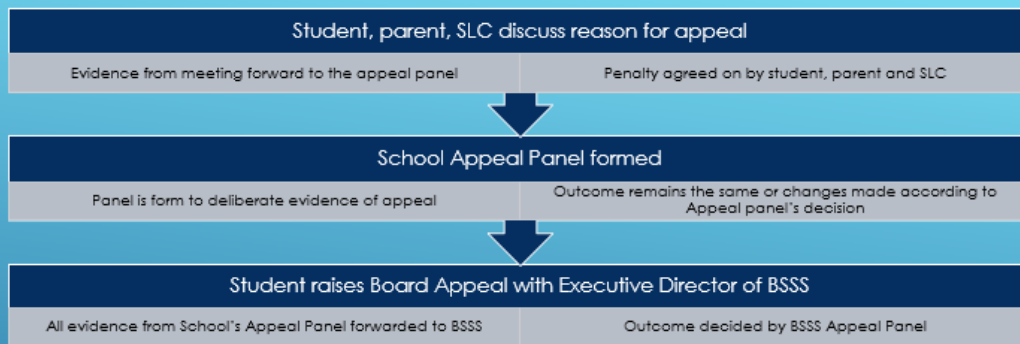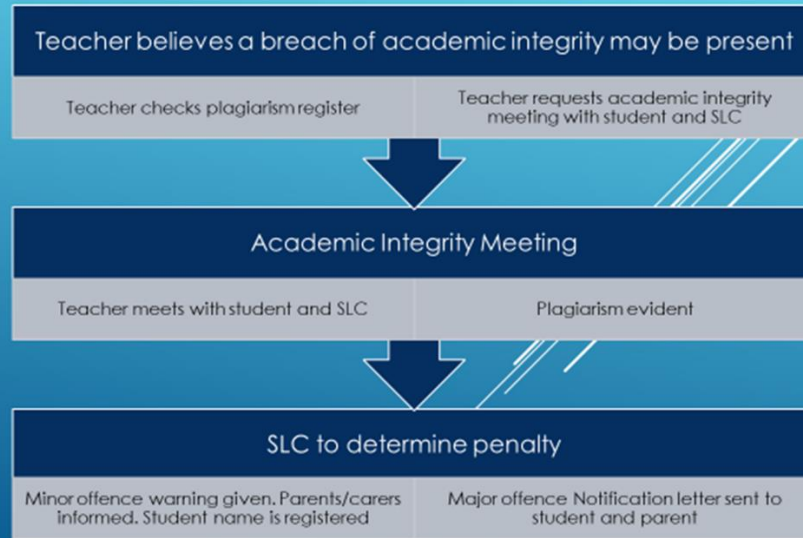# Erindale College Academic Integrity Procedures

1. Teacher identifies student work that is not their 'own'.

2. Teacher verifies a breach by locating 'site'

3. Student's name is registered through a central location and is checked for previous incidents.

4. Any student suspected of breaching academic integrity in their work must be given a fair hearing and the opportunity to provide evidence of authorship.

5. If there is evidence of a breach the student is requested to attend an Academic Integrity Meeting with the teacher and the Academy SLC, and the student is given the opportunity to explain their case and provide evidence of authorship before a penalty is determined.
   a. Teachers may request students complete a Validation Task, which can be a short written task under in class conditions or a more detailed interview about the concepts and learning of the assessment.

6. If a breach is shown to have occurred, the teacher, in conjunction with the SLC should determine the penalty, taking into account the principles and the penalty schedule listed below.

7. Major incident of plagiarism = substantial part of the item or whole ideas ⬚ Academy SLC informed ⬚ official letter is issued to student and emailed to parents/carers ⬚ student name & details recorded on central register and incident recorded in SAS.

Penalties imposed in accordance with BSSS policy

Any one or more of the following actions could be taken for a breach of discipline in relation to assessment:

a.   reprimand, except in cases where benefit would have been derived from such breaches.

b.   the making of alternative arrangements for the assessment (e.g. through a reassessment)

c.   the assessment marked without the material subject to the breach being considered.

d.   imposition of a mark penalty appropriate to the extent of the breach

e.   cancellation of the result in the particular component of the college assessment concerned.

f.   cancellation of the total college assessment result in the unit/course concerned .

g.   cancellation of all results for years 11 and 12 in assessments conducted.

ACADEMIC INTEGRITY FLOW CHART

Teacher believes a breach of academic integrity may be present

| Teacher checks plagiarism register | Teacher requests academic integrity meeting with student and SLC |

Academic Integrity Meeting

| Teacher meets with student and SLC | Plagiarism evident |

SLC to determine penalty

| Minor offence warning given. Parents/carers informed. Student name is registered | Major offence Notification letter sent to student and parent |

Student, parent, SLC discuss reason for appeal

| Evidence from meeting forward to the appeal panel | Penalty agreed on by student, parent and SLC |

School Appeal Panel formed

| Panel is form to deliberate evidence of appeal | Outcome remains the same or changes made according to Appeal panel's decision |

Student raises Board Appeal with Executive Director of BSSS

| All evidence from School's Appeal Panel forwarded to BSSS | Outcome decided by BSSS Appeal Panel |

STUDENT REQUEST APPEAL

Student/Parent Queries

If students wish to query the outcome of an Academic Integrity Meeting, then they may organise a meeting with the classroom teacher and Faculty Director. Parents are invited to attend these query meetings.

At this meeting, the teacher and the Academy SLC will go over the previous meetings and their findings to clarify and explain how a conclusion and outcome was reached.

School Appeals

Students may wish to appeal the result by requesting a School Appeal.
A Board of independent people (two from the school and one who is external) will look over all relevant information and then speak with the student and teacher involved.

Board Appeals

Students may write to the Executive Director to launch a Board Appeal. The Executive Director will determine whether to hear the appeal, and if it is to go ahead then students will be notified of when and where to give similar evidence, they presented at the School Appeal.

Responsibilities

Teacher Responsibilities

Teachers ensure they:
- Include the Declaration of Academic Integrity on all distributed task sheets, as shown below.
- All assessment includes a statement from the student that it is their own work.
- Provide resources for appropriate ways of acknowledging sources.
- Discuss Academic Integrity and Plagiarism in their classroom - examples and consequences to be covered.
- Discuss appropriate use of AI.
- Ensure all theoretical assessment components are created in an issued single Google File [preferably a Doc where possible]
- Only the approved File may be submitted for assessment purposes [or other files as negotiated beforehand]
    - All unapproved files will not be marked, an Academic Integrity Meeting will be requested, and a V Grade may be awarded.
- Inform students that no work, planning, drafting, etc is to occur outside of this File;
    - If students engage in paper-based learning, images to be uploaded on the day of creation to an Appendix in their File - no images submitted after Submission will be considered.
- Inform students of their responsibilities, detailed below.

Declaration for In Class Tasks:
I understand the policies on plagiarism of both the school and the Board of Senior Secondary Studies. I certify that:
A.   the work that I have submitted is my own work, has not been substantially generated or plagiarised from another source, and it has not been submitted for assessment before;
B.   I have appropriately referenced all sources of information that are not my own, including the words, images and ideas of others.

Declarations for Take Home Tasks
Submissions for this assessment item are to be submitted electronically through the assignment drop box on Google Classroom. By uploading your assignment to Google Classroom you acknowledge that:
A.	You understand the policies on plagiarism of both Erindale College and the Board of Senior Secondary Studies;
B.	You have planned and created this work solely in the one Google Doc issued to you [or other teacher approved files/programs] and have submitted all versions of planning and work in this approved document;
C.	The work you have submitted is your own work, it has not been substantially generated or plagiarised from another source, and it has not been submitted for assessment before;
D.	You have appropriately referenced all sources of information that are not your own, including the words, images, and ideas of others;
E.	You are aware that your assignment will automatically go through a plagiarism check via Google Classroom.

Student Responsibilities

Students ensure they:

- Cite all sources used in their work

- Only work in the assessment response Files provided by staff

- Comply with all assessment guidelines as set out in unit documentation - this will relate to files to be used, whether A.I. is allowed, and other particulars [failure to pay attention in class or read course materials does not excuse students from knowing about academic integrity].

- Never delete any Files they have worked on - failure to comply with this may be deemed an Academic Integrity breach and the processes will be followed in line with that documentation

- Never delete any Chrome History - failure to comply with this may be deemed an Academic Integrity breach and the processes will be followed in line with that documentation

Glossary

As taken from the Academic Integrity Teacher Guide (2023).

Academic Integrity	The principle that students' work is genuine and original, completed only with the assistance allowed according to the rules, policies and guidelines. In particular, the words, ideas, scholarship and intellectual property of others used in the work must be appropriately acknowledged.
Acknowledgement of Sources	Declaring any original work used in an assessment.
Cheating	Acting dishonestly or unfairly in order to gain an advantage.
Citation	A quotation from or reference to a book, paper, or author, especially in a scholarly work.
Collusion	Secret or illegal cooperation or conspiracy in order to deceive others . Unauthorised group work, unacceptable collaboration.
Paraphrase	A rewording of something written or spoken
Plagiarism	The practice of taking someone (or something) else's work or ideas and passing them off as one's own
Self-Plagiarism	Re-using work from one context in another context and not acknowledging this repetition.

This school policy is informed by the BSSS Academic Integrity: Teacher Guide [**LINK**] and the BSSS Academic Integrity: Student Guide [**LINK**]
It is also created to be in line with the following A.I. documentation:
- Australian Framework for Generative Artificial Intelligence (AI) in Schools [**LINK**]
- BSSS Student Guide AI and Academic Integrity [**LINK**]
- BSSS Teacher Guide AI and Academic Integrity [**LINK**]
- BSSS Parent Guide AI and Academic Integrity [**LINK**]

Sections of these Guides appear reproduced here. Alterations and extensions have been made to suit the specific Gungahlin College situation.