



St Brigid's College
Academic Honesty Referencing Policy - APA

Introduction

Academic honesty is part of being “principled”, a learner profile attribute where learners strive to “act with integrity and honesty” as we question, inquire and act (*IB learner profile in review: Report and recommendation April 2013*), page 21).

“Academic honesty is an important dimension in the authentic construction of meaning and learning in all IB programmes. However, since learning occurs along a developmental continuum, academic honesty will involve different specific practices in and across the different programmes”. (*Academic Honesty in the IB educational context*, P7).

Coverage

All student's at St Brigid's College.

Academic misconduct

Plagiarism and Collusion

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words or those of another student without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgement and citation, copying another student's work.

Where there are doubts about including the work of other authors in assignments, it is the responsibility of students to consult with their teacher. The following list outlines some of the activities for which a student may be deemed to have plagiarised (Please note - this is not a comprehensive list, there may be other activities that may be considered plagiarism).

- a) Presenting any work by another individual as one's own unintentionally (by failure to adequately cite the work). APA referencing and Citing not evident
- b) Submitting assignments markedly similar to or copied from another person
- c) Presenting the work of another individual or group as their own work
- d) Submitting assignments without the adequate acknowledgment of sources used, including assignments taken totally or in part from the internet
- e) Submitting work which contains text, ideas or part/full products constructed by another student
- f) Students, when submitting work for assessment at St Brigid's College may be required to sign an Academic Honesty Declaration Form stating that the material submitted contains no unacknowledged material and it is the student's own work.

Referencing

“Students need to support their ideas, or those they quote, by direct or indirect referral to and citation of the literature, works of art etc that they have used. The acknowledgment of sources is for an identifiable source... students will be supported in developing the appropriate skills to distinguish between what “everyone” knows and does not know and whether or not original authorship is expected.” (IBO Academic Honesty Positioning Paper 2013). Failure to do so constitutes plagiarism, a matter considered by St Brigid’s College as a serious offence. It is essential that students understand how to correctly refer to the work of others, in order to avoid plagiarism. This is done by using the APA method of citation.

APA (American Psychological Association) citation style is taught and used at St Brigid’s College. It is the responsibility of teachers to provide clear, unambiguous and educationally appropriate information about the APA form of referencing to students. It is the responsibility of students to accurately cite the work of others in their own assignments.

St Brigid’s College encourages academic honesty in programmes by -

- a) discussing appropriate procedures regularly with parents;
- b) ensuring parents and learners understand what the value of being a principled learner of academic honesty means; through promotion of the notion of academic honesty in the e-newsletters, parent and student presentations and workshops;
- c) clarifying the consequences of submitting work which is not the student’s own;
- d) promoting to the College community the St Brigid’s College’s Academic Honesty Policy;
- e) in servicing all staff as to the College’s policy and procedures in relation to plagiarism and collusion;
- f) applying penalties that reflect the learner’s developing understanding of how to use others’ work;
- g) implementing agreements related to the responsible use of information technology and media resources. (*St Brigid’s College Information and Communication Technology Use (Staff and Students)*);
- h) ensuring that cross-cultural understanding of academic honesty is understood.

Teachers at St Brigid’s College encourage honest, creative, critical work by:

- a) emphasising the concept of academic honesty and ethical uses of information within all of the teaching, learning and assessment practices;
- b) teaching age appropriate guidance to acknowledge others - unpacking the terminology such as plagiarism, collusion, copying and cheating, with students, appropriate to their year level;
- c) strengthening the use of vertical planning to ensure consistent guidance on using others’ work;
- d) including consideration of developmental appropriateness of experiences;
- e) teaching reflection on the learning process;
- f) emphasising the role of the approaches to learning skills through implicit and explicit teachings;
- g) making sure that all assessment tasks are open ended, require inquiry and creativity. (*IB Academic Honesty in the IB Educational Context 8/2015 and Effective Citing and Referencing 10/14*);

- h) acting as good role models and show academic honesty in their own work;
- i) ensuring the school community understands the Academic Honesty Policy;
- j) addressing incidents of breaches of academic honesty in an appropriate manner and in line with College mission and values.

Students at St Brigid's College are responsible for respecting academic honesty by:

- a) knowing what defines misconduct including plagiarism, collusion, copying, and cheating;
- b) ensuring that all work submitted is authentically their own work;
- c) citing/referencing the work of others that has been used to complete any form of assessment or task;
- d) respecting copyrighted text and images and indicating the source;
- e) using information technology and library resources responsibly;
- f) If academic dishonesty is suspected, it is the student's responsibility to prove that all pieces of work are their own, and have not been plagiarised.

Procedures & Consequences for Academic Misconduct – Junior School

Any case of academic misconduct will be dealt with in a manner that ensures equity, consistency, procedural fairness, timely resolution and further learning.

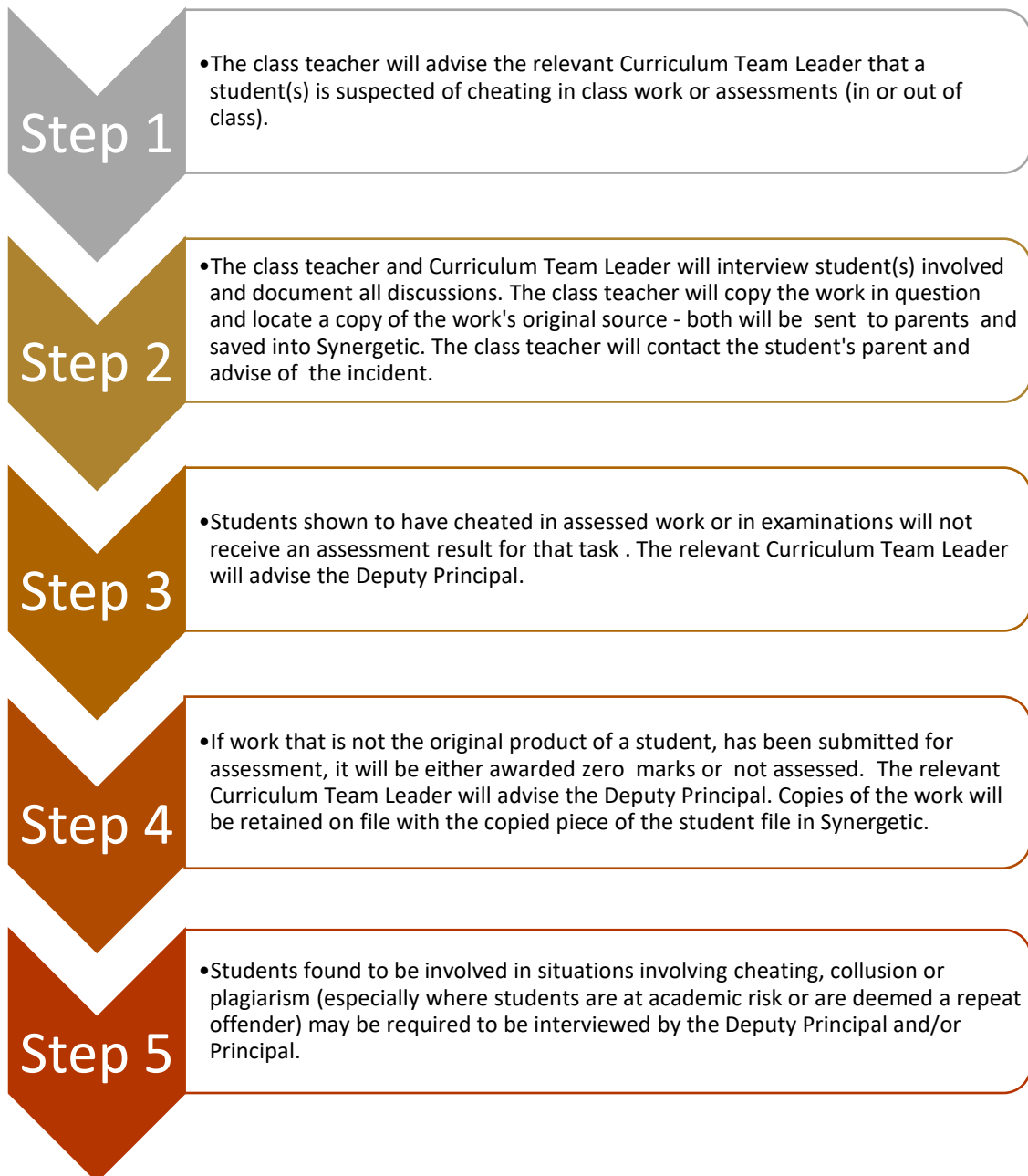
It is the teacher's responsibility to discuss consequences with the student. Some of these consequences may include:

- Re teach concepts of academic honesty;
- Work to be re submitted and show no elements of plagiarism and must be the student's own work;
- Discussions with parents;
- Repeated offences at any year level may be required to meet with the Cluster Team Leader or Head of Junior for additional support.

Procedures & Consequences for Academic Misconduct – Middle and Senior School

- If work that is not the original product of a student is submitted for assessment, it may be either awarded zero marks for Years 11 and 12 students, or not assessed Middle Years students;
- Parents will be provided with a copy of the product in question and a copy of the original source;
- Students found to be involved in situations involving cheating, collusion or plagiarism may be required to be interviewed by the Deputy Principal, Head of Secondary School, Principal;
- The dignity of a student suspected of breach of academic honesty must be maintained at all times. A student needs to be given the opportunity to explore the breach and to provide further information to the interviewing teacher.

Extract From Academic Management Policy - Academic Misconduct – Middle and Senior School



Related Documents

IBO Academic Honesty Positioning Paper 2013

IBO Academic Honesty in the IB Educational context 8/2015

IBO Effective Citing and Referencing 10/14

SBC ICT Use (Staff and Students)

SBC Academic Management Policy

Review History

Version	Date Released	Next Review	Author	Approved
1.0	2011	2013		
2.0	2013	2015		
3.0	2015	2017		
4.0	2017	2018		
5.0	2018	2019		
6.0	2019	2021	M Calabro	