



### **Introduction**

The contents of this procedure are applicable to all students and teaching staff at St Brigid's College. It is the responsibility of students and staff to be fully aware of information contained within the procedure and to seek clarification where appropriate.

### **Rationale**

Academic honesty involves a measure of moral values and trust between students, as well as between students and teachers. Academic honesty is compromised when submitted work has been completed through plagiarism, collusion, or cheating. St Brigid's College is committed to providing an excellence in education in keeping up with the Catholic ethos while encompassing the Mercy values. Our College upholds the principles of academic honesty through learning by way of truth, honesty and fairness.

### **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 (embedded into assessment task sheets) stating that the material submitted contains no unacknowledged material and it is the student's own work
- g) Signing a piece of work using a signature other than that of the author of the piece of work or logbook.

### **Referencing**

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.

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, by using the APA method.

St Brigid's College encourages academic honesty in programmes by:

- a) ensuring parents and learners understand what the value of being a learner of academic honesty means; through promotion of the St Brigid's College's Academic Honesty Procedure to the community on the College website
- b) clarifying the consequences of submitting work which is not the student's own
- c) in servicing all staff as to the College's procedures in relation to plagiarism and collusion
- d) applying penalties that reflect the learner's developing understanding of how to use others' work
- e) 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))
- f) 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) acting as good role models and show academic honesty in their own work
- f) ensuring the school community understands the Academic Honesty Procedure
- g) 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 – Primary 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 Head of Primary for additional support.

### **Procedures & Consequences for Academic Misconduct – Secondary School**

- Students shown to have breached academic honesty in assessed work or in examinations will be awarded zero marks
- 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, and/or 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.

### **Related Policy: Assessment Procedure**

Extract from Assessment Procedure: A breach of the Academic Honesty Procedure is considered **non-submission without an acceptable reason** and will incur the recording of a zero for the assessment.

### **Academic Misconduct – Summary Procedure**

1. The class teacher will advise the relevant Curriculum Team Leader that a student(s) is suspected of academic misconduct in class work or assessments (in or out of class).
2. The class teacher and Curriculum Team Leader will interview student(s) involved and document all discussions. The class teacher will copy the work in question and locate a copy of the work's original source - both will be sent to parents and saved into SEQTA. The class teacher will contact the student's parent and advise of the incident.
3. Students shown to have breached academic honesty in assessed work or in examinations will not receive an assessment result for that task. If work that is not the original product of a student, has been submitted for assessment, it will be awarded zero marks.
4. The relevant Curriculum Team Leader will advise the Deputy Principal. Copies of the work will be retained on file with the copied piece of the student file in SEQTA.
5. Students found to be involved in situations involving cheating, collusion or plagiarism (especially where students are at academic risk or are deemed a repeat offender) may be required to be interviewed by the Deputy Principal and/or Principal.

## Review History

Version	Date Released	Next Review	Author	Approved
1.0	2011	2013		
2.0	2013	2015		
3.0	2015	2018		
4.0	2018	2019		
5.0	2019	2021		
6.0	2021	2023		