ACADEMIC INTEGRITY POLICY

Help for non-English speakers.

If you need help to understand the information in this policy, please contact Viewbank College.

PURPOSE

The assessment of knowledge and skills is essential in guiding and monitoring learning. It provides a gauge of progress and areas of greater support. The honesty of students is integral to this process.

SCOPE

This policy applies to all Viewbank College students in Years 7 to 10, completing subjects in those respective year levels.

For VCE students, and those students completing VCE subjects, refer to the VCE Handbook and the Breach of Rules policy and process.

POLICY

The Viewbank College Academic Integrity Policy applies to all students in Years 7 to 10, completing subjects in those respective year levels. The submission of all written work, digital, oral presentations, folios, and all checkpoint tasks requires students to be mindful of their obligations to ensure that the work they are submitting is their own original work or acknowledges the source(s) of information. Breaches of this policy will be managed in an age-appropriate and student-centred manner.

This policy covers five areas:

1. Cheating
2. Plagiarism
3. Interference
4. Academic Dishonesty
5. Artificial Intelligence (AI) tools eg. ChatGPT

1. Cheating

Cheating is an attempt to use (or provide) unauthorised assistance, materials, or information, in any form when submitting work for assessment.

A student must not:

- Use materials from a commercial source, which have been prepared by other persons, or submit unacknowledged documents found on the Internet.
- Acquire examinations or other course materials, physical copies and photographic or electronic images.
- Submit portions of the same academic work for assessment more than once or for different subjects.
- Use another person as a substitute in taking of an examination.
- Use external assistance on any examination or test, except when explicitly approved by the teacher. This includes the use of tutors, books, notes, calculators, computers, and communication devices.
- Alter a grade or score in any way or alter answers on a returned examination or assignment for credit.

2. Plagiarism

Plagiarism is defined as presenting someone else's work (including the work of another student) as their own without appropriate in-text and bibliographic reference. Any ideas or materials taken from another source for either written or oral purposes must be fully acknowledged unless the information is common knowledge.

A student must:

- Acknowledge adopted or reproduced ideas, opinions, theories, graphics, or pictures of another person.
- Give credit to the originality of others and acknowledge sources whenever:
    - Directly quoting another person's actual works, whether oral or written.
    - Using another person's ideas, opinions, or theories.
    - Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written without footnoting, annotating, or bibliographical references to original ownership.
    - Borrowing facts, statistics, or illustrative material.
    - Offering materials assembled or collected by others in the form of projects or collections without acknowledgement.

Note: None of these practices are wrong, but use of one or more, without acknowledgement constitutes plagiarism. Therefore, all sources must be adequately and accurately acknowledged.

3. Interference

A student must not steal, change, destroy, or impede another student's work, nor should a student attempt to affect any student's grade or the evaluation of academic performance. Impeding another students' work includes interfering with resources to deprive others of the information they contain.

4. Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use their work or resources to commit an act of misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

5. Inappropriate use of Artificial Intelligence (AI) Tools

A student must not intentionally or knowingly use any generative AI tools (for example ChatGPT) for completion and/or submission of any learning activity as their own work. Generative AI can often create content that is inaccurate, poorly worded, and not of age-appropriate academic quality. Inappropriate generative AI also includes the use of images, audio and video, as well as text based responses.

The College is continuing to understand generative AI tools and identifying ways to balance the opportunities and risks associated with this piece of technology.

ROLES AND RESPONSIBILITIES

1. Principal Team
- Policy review and update, when necessary.
- Ensure compliance with DET Assessment and Reporting standards.
- Ensure alignment with Viewbank College Assessment and Reporting Policies, including VCE and VCAA Policies.

2. Middle School Heads of House
- Communicate and explain policy to parents/carers and students.
- Manage breaches of academic integrity with teacher, student, and parent/carer.
- Ensure House Leaders understand the implementation of policy.
- Ensure correct implementation of policy from Year 7 to 10.

3. Middle School House Leaders
- Provide support and assistance to Heads of House, where necessary.

4. Classroom Teachers
- Understand policy implementation.
- Identify potential breaches of academic integrity and communicate with relevant House Leaders.

5. Teachers
- Understand contents of policy.
- Ensure any assessments, or learning activities submitted is their own original work or acknowledge the source(s) of information.

IMPLEMENTATION

1. Prevention
- Heads of House/Assistant Principal to communicate policy with parents/carers and students via Compass NewsFeed and MS Teams.
- House Leaders/Heads of House to verbally communicate policy with students at one of the first House Assemblies in Term 1 each year.
- Policy to be shared with Domain Leaders and Learning Leaders at the beginning of Term 1 each year, to flow into Domains to ensure teachers are aware of process.

2. Management
- If a classroom teacher has formed a belief of a breach of this policy, they are to have an initial conversation with the relevant student(s) to gather more information.
- If the classroom teacher has formed a belief that the student has breached this policy with reference to the use of generative AI Tools, the teacher is recommended to use an 'AI content checker' to verify their belief. If confirmed, follow the steps below.
- Classroom teacher is to then communicate this with the relevant Head of House, via a 'Breach of Academic Integrity Policy' red chronicle on Compass.
- Head of House will speak with student(s) to gather more information. If they have formed a belief, and/or have evidence of, a breach of this policy, students' parents/carers will be contacted. To give context and detail to the situation, the classroom teacher might be asked to contact parent/carer as well.
- Student(s) who breached this policy, will have to provide further evidence of assessment (either via re-submission, or re-sitting a test) at a time to be negotiated with the classroom teacher. The classroom teacher will make a judgement on student achievement and assess accordingly.
- If other students are involved in this process, and the Head of House has formed a judgement that they unknowingly breached this policy, the student will not have their assessment affected. Parents/carers will still be contacted.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website.
- Available on Compass under School Documentation.
- Available on MS Teams – School Policies.
- Included in induction processes for relevant staff.
- Included in our staff handbook.
- Discussed in an annual staff briefing/meeting.
- Made available in hard copy from school administration upon request.

RELATED POLICIES AND RESOURCES

Viewbank College policies:

Statement of Values and School Philosophy

Digital Learning Policy

Department policies:

Digital Learning in Schools

Cybersafety and Responsible Use of Digital Technologies

Privacy and Information Sharing

REFERENCES

AI Vocabulary Glossary

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2023
Consultation	Staff, Principal Team, House Leadership Team, Domain Leaders
Approved by	Principal
Next scheduled review date	April 2026