



Policy Name	Academic Integrity Policy
Related Policies and Legislation	International Baccalaureate (IB) publication 'Academic honesty: guidance for schools' & the IB Learner Profile
Policy Category	Education Program
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	22 April 2010 15 March 2013 16 June 2016 – JK 15 February 2018 - JK
Date Set for Review	February 2021
Person/s Responsible for Review	Treetops Administration

Academic Integrity Policy

Purpose

The policy elucidates the basic meaning and significance of academic integrity. It provides guidelines for the prevention and detection of plagiarism, collusion, cheating and any other form of behaviour that results, or may result, in a student gaining an unfair advantage. The policy further provides guidelines for the management of incidents involving academic dishonesty.

* Treetops' policy on academic integrity is based on, and should be read in conjunction with, the International Baccalaureate Organisation (IBO) publication 'Academic honesty: guidance for schools and the IB Learner Profile'.

Definitions

Plagiarism is defined as the presentation of the ideas or work of another without acknowledgement, thus representing the ideas and work as one's own.

Staff and students may use information and ideas expressed by others, but this use must be identified by appropriate referencing. Material that is subject to plagiarism includes, but is not necessarily limited to:

- written work, such as essays, books, reports, theses, journal articles and computer programs, whether published or unpublished;
- research material such as data, results or conclusions; and
- non-word based material such as musical scores, mathematical formulae, audio-visual material, art and industrial plans (in short, any product of another person's mental labour).

Collusion is defined as supporting malpractice by another person, such as allowing work to be copied or providing undue assistance in the completion of work without the knowledge of the teacher.

Collusion must not be confused with collaboration, which is a legitimate activity.

Maintaining Academic Integrity

- 1 All staff must be fully conversant with this policy on academic integrity. A copy should be placed in the Classroom Orange Files.
- 2 IB teachers and year 11 and 12 students should be supplied with a copy of the IBO publication *Academic honesty: Guidance for schools* and should make themselves familiar with the content.
- 3 Year 11 and 12 students working with training organisations, TAFEs, registered providers etc. should be made aware of the academic policies and procedures relevant to their courses of study.
- 4 Teachers should ensure that students understand the basic meaning and significance of concepts that relate to academic integrity, especially authenticity and intellectual property.
- 5 Teachers should be aware of conventions for acknowledging sources and should ensure that students develop this awareness.

Investigating Malpractice

Academic dishonesty should be seen as a serious offence with a community attitude that shows no tolerance and imposes penalties if it is discovered. Malpractice involving an IBO-accredited subject should be dealt with in accordance with the IB regulations. Malpractice involving subjects accredited by an external organisation (e.g. TAFE, training provider etc.) should be dealt with in accordance with the regulations of that organisation.

At a classroom level, incidents of malpractice should be dealt with at the discretion of the classroom teacher and, if applicable, the class coordinator. In serious cases, such as cheating during examinations, the matter should be referred to the Principal. Subsequent actions could include expulsion due to academic misconduct.