



## ACADEMIC INTEGRITY POLICY

Academic integrity is an integral part of the Ruyton Principles of Behaviour. The fundamental principle of academic integrity is that all staff and students act with integrity in the creation, development, application and use of ideas, information and assessment items.

This means that:

- Any content claimed as original has been solely produced by the person making the claim
- all collaborations are acknowledged
- content is not falsified in any way
- ideas of others are acknowledged appropriately when they are used

Failure to meet these standards constitutes plagiarism.

At the commencement of each School year, all staff and all students in years 7-12 will be required to digitally sign an agreement to acknowledge that they have read and understand the Academic Integrity Policy and agree to follow this policy.

All teaching staff at Ruyton are expected to display leadership in this area. The implementation of the Ruyton Academic Integrity Policy is a responsibility shared between teachers and students. Teachers will demonstrate their commitment to the policy through the incorporation of its principles and practices within their teaching, learning and research programs.

It is an expectation that teachers will

- Construct learning tasks that encourage high order thinking and support the creation of original content
- Provide students with relevant support in the learning program to develop appropriate citation skills and permission requirements for the use of images and other forms of media
- Include evaluation of citation and permission requirements in student assessment rubrics
- Uphold and apply the Academic Integrity Policy within their own professional practice, including referencing any learning materials which have not been developed by them

Academic Dishonesty can include

- Plagiarism
- Fabrication
- Deception
- Cheating
- Bribery
- Sabotage
- Use of translators

In Senior School, staff may request that drafts of student tasks are submitted to assist students to reflect on their depth of understanding and progress in relation to the task. To assist in this process students may be asked to submit their draft via 'Turn It In' or a similar tool. This is a learning opportunity for students as it will provide important feedback on the acceptable use of sources. A teacher may request that the 'Turn It In' report be submitted with an assessment.



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Where a student breach of Academic Integrity is deemed to have occurred, the teacher should liaise with the Learning Leader, Wellbeing Leader and Head of School to determine whether an authentication problem has occurred and what the subsequent consequence should be.

Where a staff breach of Academic Integrity is deemed to have occurred the relevant Head of School, Director of Learning and Principal will determine whether an authentication problem has occurred and what the subsequent consequence will be.

### **Authentication of Student Work**

An authentication issue occurs when:

- A student attempts to present part or whole of another person's work, such as that of a published author or another student, as their own, be it research, prose, solutions, test/examinations etc, without appropriate acknowledgement
- A student receives undue assistance from a tutor or other person, eg rewriting sentences, substituting vocabulary, solving problems, providing answers, any of which are beyond the student's understanding
- A student gives material for assessment to another student to copy any part and submit as their own
- A student inappropriately accesses another student's work

Collaborative learning is encouraged where appropriate, with individuals working as a team as specified by the subject teacher. Specific contributions of each group member are to be acknowledged.

### **Justification of Original Student Work (Student's Responsibility)**

- A student must be prepared to share previous drafts of the work (wherever possible) in order to validate the originality of their submission.
- A student must be prepared to replicate a similar performance or demonstrate sufficient conceptual understanding by means of a similar task, both impromptu and prepared.

### **Consequences may include any of the following and will be commensurate with the students' stage of development and any other mitigating factors:**

- The task may be given a score of zero or marks may be reduced for the section where plagiarism has occurred
- Parents may be notified by the Wellbeing Leader of the incident and the proposed course of action
- The completion of the task or an alternative task may be requested, (this may be for Satisfactory Completion only- the work may be ungraded)
- Other consequences as deemed appropriate by the Head of School or Principal
- Students may undertake a reflective and restorative process and consider how they can avoid similar situations in the future
- For all instances where plagiarism is identified, a formal written record of this incident will be entered into the student database and will be included on the pastoral bulletin for the following year
- A student who gives their own material to another student to re-submit may receive the same consequence as the student who has re-submitted the task.



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Students studying VCE subjects are also governed by the VCAA Regulations as outlined in [VCAA VCE and VCAL Handbook](#) and the Ruyton VCE Handbook.

### Authentication of Student Work During Examinations

The following expectations will ensure that appropriate authentication of examination responses for Year 9-11 Examinations.

1. All materials, such as calculators, dictionaries, etc, may be inspected by the exam supervisors and must not include any additional annotations or notes unless permitted in the exam instructions.
2. Bags, mobile phones, smart watches and devices, and tissue boxes are not allowed in the exam room. Loose tissues may be brought in by students.
3. Any water bottle or pencil case brought into the examination room must be transparent and have no labelling or writing on it.
4. If a student needs to speak to the exam supervisor, the student should raise their hand.
5. No speaking between students is allowed while in the exam room – this includes while entering and leaving the examination room.
6. Students must not communicate in any way with other students whilst in the exam room - this includes passing notes, signalling, speaking or positioning exams purposefully in another students' line of sight.
7. Students must not copy the exam responses of another student.
8. Students should not use memorised extended responses from another source (eg Sparknotes) as their response to an Examination question. This is a breach of the Academic Honesty Policy.
9. Students may not borrow equipment from another student.
10. If required, a staff member will accompany a student to the toilet.
11. Students may not hand in papers or leave the room before the prescribed finishing time.
12. At the conclusion of the exam, students are to remain seated until all Examination papers are collected and students are dismissed by the Examination Supervisor.

Students who are not able to abide by these expectations will not be permitted to complete the examination and the Head of Senior School and/or Director of Learning will be informed.

**Reviewed: November 2023**