SEAFORD NORTH Primary School

ACADEMIC INTEGRITY POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Seaford North Primary School on 03 9786 5674 or seaford.north.ps@education.vic.gov.au.

PURPOSE

To ensure that all members of our school community understand:

- the principle of academic integrity within the IB educational context
- the expectations and responsibilities of the school community
- the good practices for modelling, teaching and promoting academic integrity
- academic misconduct
- key definitions

SCOPE

This policy applies to all members of our school community: the leadership team, teaching and non-teaching staff, students, parents and carers.

POLICY

Seaford North Primary School is an International Baccalaureate (IB) World School delivering the Primary Years Programme (PYP). The aim of all IB programmes is to develop internationally minded people, who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical-decision making and behaviour in the production of legitimate, authentic and honest scholarly work. (Academic Integrity Policy, IBO, 2023).

Seaford North Primary School strives to build a respectful school community and foster a culture of honesty, integrity and ethical conduct. We do this through instilling our three values of: *Collaboration, Inclusion* and *Responsibility* and drawing upon the IB Learner Profile attributes and Approaches to Learning (ATLs).

Seaford North Primary School is committed to providing a learning environment that upholds the principle of academic integrity and its five fundamentals: *honesty, trust, fairness, respect,* and *responsibility*, providing age-appropriate learning experiences so that all students understand:

- their responsibility for producing authentic and genuine individual and group work
- how to correctly attribute sources, acknowledging the work and ideas of others
- the responsible use of information technology and social media
- how to observe and adhere to ethical and honest practice during examinations (Academic Integrity Policy, IBO, 2023)

RESPONSIBILITIES

The School:

- Establish, communicate and regularly review an Academic Integrity policy
- Ensure that the school community has a common understanding of academic integrity
- Foster and maintain an environment where academic integrity is understood, modelled and adhered to
- Ensure all school and IB policies are aligned with IB expectations and are applied fairly and consistently
- Embed academic integrity within the curriculum
- Oversee any investigation of academic misconduct

Teaching Staff:

- Familiarise themselves with the Academic Integrity policy
- Act as role models, exhibiting honest, ethical, responsible behaviour and show academic honesty in their own work
- Draw upon the five fundamentals of academic integrity (honesty, trust, fairness, respect and responsibility) when planning teaching and learning
- Foster a supportive environment that allows students to learn while developing the required skills and understanding of good academic practice
- Support students to develop IB Learner Profile attributes and approaches to learning that promote and develop a conscientious and responsible attitude to their learning process
- Ensure students understand what constitutes academic misconduct and possible consequences
- Respond to academic misconduct and support any subsequent investigations
- Teach age appropriate knowledge and skills to build student understanding of academic integrity, including but not limited to:
  - Foundation:
    - Encourage students to acknowledge others in group work
    - Students display ownership of their own work
  - Year 1/2:
    - Verbal acknowledgement of where ideas and information comes from
    - Develop skills to put information and ideas into own words (paraphrasing)

- o Year 3/4:
    - Explore and distinguish between primary and secondary sources of information
    - Develop understanding of the use of quotation marks and citations and begin to apply in own writing
- o Year 5/6:
    - Develop skills to reference sources of information including, books and websites
    - Determine what constitutes reliable, credible and valid sources of information
    - Further develop skills in the use of quotation marks, citations and paraphrasing

Students:

- Have an age-appropriate understanding of academic integrity
- Actively develop and apply the attributes of the IB Learner Profile
- Act honestly, responsibly and ethically
- Produce authentic and genuine work to the best of their ability
- Acknowledge the work and ideas of others
- Cite, reference, quote and paraphrase at an age-appropriate level
- Responsibly use information technology, in accordance with the ICT Acceptable Use Code of Conduct

Parents/Carers:

- Access the Academic Integrity policy and understand the concept of academic integrity
- Discuss the values and importance of academic integrity with their children
- Support their children to develop an ethical and responsible attitude towards their learning
- Model positive attitudes and behaviours towards the principle of academic integrity
- Encourage their children to produce authentic and genuine work to the best of their ability

RESPONSONDING TO ACADEMIC MISCONDUCT

Seaford North Primary School will respond to reports of academic misconduct on a case by case basis. Investigations of academic misconduct will be framed as an age-appropriate learning process for students, supporting them to grow in their understanding of academic integrity and their ability to develop the required skills and attributes to ensure sound academic practice. Teachers will work with students to further develop their understanding of practices including, but not limited to, effective group work and collaboration, references, citations and paraphrasing.

DEFINITIONS

Academic integrity: is defined by the IB as 'a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical-decision making and behaviour in the production of legitimate, authentic and honest scholarly work'

Academic misconduct: is defined by the IB as 'deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. Behaviour that may disadvantage another student is also regarded as academic misconduct'

Plagiarism: is defined by the IB as 'the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment'

(Academic Integrity Policy, IBO, 2023)

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Made available from school administration upon request

RELATED POLICIES AND RESOURCES

The following school policies are also relevant to this Policy and are available at http://seaford-northps.vic.edu.au/policies-and-reports/:

- Student Wellbeing and Engagement Policy
- Digital Learning (Internet, Social Media and Digital Devices) Policy
- ICT Acceptable Use Code of Conduct

The following resources were consulted during the review of this policy:
- IB Programme Standards and Practices (IBO, 2020)
- Academic Integrity Policy (IBO, 2023)
- Academic Integrity in the PYP (IBO, 2023)
- Academic Integrity policies from the following schools:
  - Brighton Primary School
  - Kunyung Primary School
  - Highton Primary School
  - Murrumbeena Primary School

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Consultation	Teaching staff Feb. 2024
Approved by	Principal
Next scheduled review date	March 2028