ALBERT PARK COLLEGE

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Academic Integrity Policy

Help for non-English speakers

If you need help to understand the information in this policy please contact a member of the Leadership Team.
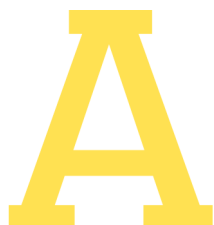
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What is Academic Integrity?

'Academic integrity' refers to the principle that all students act with honesty and integrity in the creation, development and application of ideas and their work. Academic integrity means honesty, personal responsibility and the maintenance of academic standards in academic pursuits. This includes but is not limited to work completed for assessment, as part of coursework, work completed in tests and exams as well as all research. When a student conducts themselves with academic integrity this means that all school work results from that individual student's own efforts, and that credit is given to other ideas, sources or technologies used. Words, images and intellectual property conceived by others must always be appropriately acknowledged, and work that has been created by someone else, or through the use of AI technologies such as ChatGPT, must never be improperly appropriated by a student, either intentionally or unintentionally.

Academic integrity is an obligation which is embraced and fostered by the entire college. As a guiding principle it requires that students make a choice to act in a responsible way whereby others can have trust in them as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.

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At APC 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;
- appropriate use of AI and other online platforms and in which phases of study such resources may be appropriate; and
- how to observe and adhere to ethical and honest practice during examinations and other assessments.

As an IB World School APC is guided by the learner profile. The learner profile with its emphasis on students as principled inquirers, is a reminder to all students of the importance of understanding and maintaining academic integrity. Academic integrity extends beyond the bounds of work produced, to reflect on the individual learner and their own ethical standard in recognising the work of others' in the global learning community.
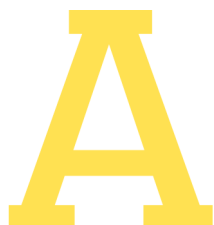
APC is guided by the relevant governing curriculum authority – the Victorian Curriculum and Assessment Authority (VCAA) and the International Baccalaureate Organisation (IBO) – in making judgments on a student's use of others' intellectual property. Students in the Senior Years are expected to adhere to the requirements of either the VCAA or IBO when submitting any work as part of their VCE or IB Diploma Programme.

Consequences for academic integrity in the section explained below.

Maintaining Academic Integrity

APC provides all students with guidelines on appropriate research processes and procedures, as well as guidelines for referencing material created by others. All students from Years 7 – 12 are expected to adhere to these guidelines and must ensure that references are clearly cited alongside any work submitted for assessment. APC's guidelines for academic referencing are housed on the College portal on the Library site.

Students are introduced to the concept of academic integrity as part of academic skill development programs throughout their time at the College. These programs ensure that students are fully aware of the expectations of maintaining academic integrity. This expectation is reiterated by all subject teachers and leaders across the college.

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All students who enrol in the IB Diploma program are provided with a copy of the General Regulations: Diploma Programme. All students who enrol in the VCE will be provided with the VCAA Rules for VCE. All Senior Years students will also be given a copy of APC's VCE Policy and the Academic Integrity Policy. These documents are communicated to students through year level assemblies, in the classroom, and available to students via the Senior Years Hub on the College Portal.

All students undertaking the VCE or the IB Diploma are required to sign a declaration of authenticity when they enrol into their chosen course of study (VCE or IB). This declaration requires students to formally acknowledge their understanding of the expectations pertaining to academic integrity and to commit to upholding these principles in the completion of their studies in the senior years.

Teachers at the college are expected to be vigilant in ensuring students' work is authentic and that all work is correctly and appropriately acknowledged in all instances. All teachers must be familiar with and well versed in their students' writing style and are required to authenticate the work students produce for assessment as outlined in the College's Assessment Policy.

When a student's work is lost, stolen or damaged or cannot be authenticated, refer to the VCE Coordinator and the VCE Administrative Handbook to follow processes.

APC teachers are required to cross mark for moderation purposes. Cross marking also serves to ensure work is not duplicated across subjects or students, or submitted for different assessments to different teachers.

When required, the College uses platforms such as Grammarly or Google Classroom to monitor plagiarism and undertake random checks on work submitted.

Overall responsibility for maintaining academic integrity and ensuring a culture of academic integrity are present in the College rest with the Principal. APC staff are expected to be familiar with the writing style of the students they teach, so that they are better equipped to recognise anomalies should they arise.

To ensure there is an organised and consistent approach across subjects at APC all students and teachers use the Harvard Referencing system. Information about the Harvard system is housed on the Library site of the College's online curriculum portal. APC teachers also provide students with support through the curriculum resources developed for the subjects they teach which are similarly housed on the College's portal.

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Plagiarism

Plagiarism is presenting someone else's work or ideas as your own. Plagiarism occurs when a student represents, intentionally or unintentionally, the ideas, words or work of another person, or work generated through the use of AI technologies, without the proper, clear and explicit acknowledgement. Plagiarism is a serious academic transgression.

Plagiarism can include:
- Word-for-word, or verbatim copying
- Poor paraphrasing attempts through simple word substitution
- Failure to acknowledge sources
- Rote memorisation and recall of memorised text that is not students' own work
- The reuse of work submitted in past examination sessions or other assessments by the same or other student(s)
- Duplication: Examples can include pieces of art or computer programming codes
- Cheating
- Presenting work generated by AI technology as a students' own work

When plagiarism occurs in coursework or examinations, the validity of the assessment is void.

How students can avoid committing plagiarism:
- Read and understand the College's Academic Integrity Policy
- Design time schedules or plans to manage tasks sensibly
- Maintain organised notes and sources consulted during the production of work
- Seek guidance and support from their teachers when doubts arise about referencing
- Cite sources by making clear which words, ideas, images and works are from others, including maps, charts, musical compositions, films, computer source codes and any other material
- Give credit for copied, adapted, paraphrased and translated materials from others
- Make sure that information used is acknowledged in the body of the text and is fully listed in the bibliography using the school's agreed referencing style
- Only using AI technologies when permitted to do so as per teacher instructions on the portal

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- Checking with their teacher if a student is in doubt about the suitability of AI technologies for a particular task

Students must make sure they are aware of what constitutes appropriate reference to others' work, and are responsible for citing references in the agreed manner. Neglect or ignorance of the appropriate practice will not exempt students from consequences of plagiarism. Prior to examination periods, regulations about exam practices will be made explicit, and guidelines will also be sent to parents to ensure expectations are clear.

For most assessed work students are expected to work independently but with support from their subject teacher/supervisor. However, on occasions when collaboration with other students is permitted or required teachers will be clear about individual expectations and requirements, and students will need to ensure that they adhere to the requirements provided for a particular group/shared task. Guidelines for group/shared work will be provided to all students when this work is assessable.

The presentation of the same work for different assessment components for both the VCE and the IB Diploma is a duplication of work and, therefore constitutes plagiarism.

Consequences for breaches of Academic Integrity

Breaches of VCE rules are outlined in the VCE (including VCE VM) Policy and the Charter of Respect.

IB Students who breach the Academic Integrity Policy will follow the IB investigation flowchart and penalty matrices framework according to the type of infringement. This is reflected in the Charter of Respect.

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Review Process

This policy will be reviewed every four years by the Assistant Principal and the curriculum team.

Created date	October 2020
Endorsed by	Principal Team
Endorsed on	March 2025
Next review date	March 2029

Appendix

- [Academic Integrity Module (Middle Years)](#)
- [Academic Integrity Module (Senior Years)](#)
- [Flyer: Academic Integrity](#)

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