ACADEMIC INTEGRITY POLICY

IRecent review date:	26/3/26
Review cycle:	Every 3 years
Approved by:	Principal

1. BACKGROUND

Shepparton Christian College upholds the importance of integrity in all areas, including academic work. Integrity is one of our core values, represented by the "I" in C.H.R.I.S.T, and serves as a guiding principle for conduct both inside and outside of the classroom.

2. PURPOSE

The purpose of the Academic Integrity Policy is to provide the Shepparton Christian College Community with a framework that communicates expectations about values, responsibilities and behaviours related to learning and assessment. While integrity is ultimately a personal characteristic that cannot be legislated, this policy establishes clear expectations for conduct that protects and upholds academic integrity. It affirms our commitment to fostering an environment where honesty, responsibility, and respect underpin all teaching, learning, and assessment.

Adherence to the principles and practice of Academic Integrity will:

- create a fair learning environment
- support intellectual growth
- affirm the value of learning for the sake of learning

3. SCOPE

Students are expected to observe and comply with this Academic Integrity Policy in all their internal and external learning pursuits during their years of enrolment at Shepparton Christian College.

4. DEFINITIONS

Academic Integrity

Academic integrity is 'a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility and courage.' (International Centre for Academic Integrity, 2014)

Academic Dishonesty

Academic dishonesty involves any attempt to gain an academic advantage by doing something misleading or unfair. It is also academically dishonest to help a friend or a group of students to gain an unfair academic advantage.

Cheating

Cheating involves unauthorised use of information, materials, devices, sources or practices in completing academic activities.

Examples include but are not limited to:

- copying another student's work with or without consent
- using another student's work with or without consent
- bringing unauthorised notes into an assessment
- asking for or giving someone an answer during an assessment
- using an unauthorised device to obtain answers during an assessment
- presenting assessments that have been completed by someone else as one's own

Plagiarism

Plagiarism is the use of someone else's work without due acknowledgement. Plagiarism often occurs when one represents someone else's work as one's own. Plagiarism constitutes intellectual theft. It can take many forms, including the following:

- submitting an essay/assignment written by someone else
- submitting work generated, or largely generated, by generative AI
- piecing together material from one or several sources
- quoting or paraphrasing material without citing the source of that material
- copying and pasting from the internet or other electronic sites without citing the source

When referencing someone else's work, all sources must be adequately and accurately acknowledged, giving credit where credit is due.

5. POLICY STATEMENTS

Procedures

To help promote academic honesty and integrity, the school will:

- educate students about the importance of academic integrity and the consequences of breaching academic integrity expectations by making this policy available on the College website
- ensure teachers communicate the principles of academic integrity and provide instruction on how to avoid plagiarism and other forms of misconduct
- encourage students to be proactive if they have concerns or questions about plagiarism or academic integrity
- assume that students are aware of the school's academic integrity expectations

In order to create an environment that is academically fair, students and/or parents should report known or suspected breaches of academic integrity to the class teacher, Head of Section or other school leadership.

Guidelines for Assessment Preparation

There are four guidelines to assist students when preparing work for assessment.

These guidelines apply to all examinations, tests, assessment tasks, homework tasks, VCE School Assessed Coursework, VCE Course Assessed Tasks and VCE School Assessed Tasks and are as follows:

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely their own.
2. A student must acknowledge all resources used, including texts, media material, visual material, websites and any other source material.
3. A student must not receive undue assistance from any other person in the preparation and submission of work.
    a. Acceptable levels of assistance include:
        - The incorporation of ideas or material derived from other sources (e.g. by reading, viewing or notetaking) but which has been transformed by the student and used in a new context.
        - Prompting and general advice from another person or source, which leads to refinements and/or self-correction.
    b. Unacceptable forms of assistance include:
        - Making use of, or copying another person's work or other resources without acknowledgment.
        - Corrections or improvements made or dictated by another person.
4. A student must not submit the same piece of work for assessment in more than one subject.

6. NONCOMPLIANCE

The class teacher will use their professional judgement to determine whether a student has breached the Shepparton Christian College Academic Integrity Policy. Should a student be found to be in breach of this policy, the appropriate processes and penalties will apply, as set out below.

The class teacher must report any suspected breach to the Head of Section. If the student is found to be in breach of this policy, the offence will be recorded in their student record on SEQTA. The consequences for breaching the Academic Integrity Policy will be determined by the class teacher in consultation with the Head of Section. In serious and/or repeat cases, the matter must be referred to the Assistant Principal or Principal to determine the consequences.

Actions the school will take may include:

- an opportunity may be provided at another time for the student to demonstrate evidence of learning, subject to the professional judgment of the teacher/school leadership. This may include redoing the task to obtain a pass-only grading.
- a mark of zero may be awarded for the assignment in question
- detentions may be issued depending on the nature of the offence and in discussion with school leadership

- suspensions and/or a review of enrolment leading to cancellation of enrolment may result if the offence is repeated

For students enrolled in VCE Studies, the application of the consequences above may result in receiving a Not Satisfactory (N) grade for their VCE Unit Outcome. At VCE level, if N is awarded for an outcome, the overall result for that VCE unit is considered N (Not Satisfactory). In the case of VCE units, this score will be communicated to the Victorian Curriculum Assessment Authority (VCAA).

If there is sufficient time before the due dates designated by Shepparton Christian College or the VCAA, the student may have the opportunity to resubmit work for satisfactory completion.

7. APPEAL

- All students who face the consequences of plagiarism or cheating have the right to appeal the teacher's decision to the principal/assistant principal.
- Students may appeal their case to the principal/assistant principal only after they have first discussed the matter with their teacher.