



Academic Honesty Policy

College Mission

Cabra Dominican College is a Catholic school in the Dominican tradition. It strives to provide an environment that nurtures and develops young people's unique gifts: liberating them in the search for truth and empowering them to create a better world. Cabra Dominican College is committed to providing an environment in which all students feel welcomed, safe and valued.

Context

Learning, teaching and assessment at Cabra is student-centred, inclusive, evidence based and complies with the Australian Curriculum (ACARA), the South Australian Certificate of Education (SACE), Crossways and the South Australian Child Protection Curriculum.

Our approach to learning and teaching at Cabra focuses on creating a supportive and challenging environment in which students learn, where enquiry and the appreciation of beauty are fostered and it is understood that mistakes are often essential for growth. Particular attention is provided to nurturing scholarship and a love of learning. Learning occurs differently for each individual person and is supported by positive relationships, attention to well-being and high academic expectations. Cabra students will develop personal integrity through good practice in learning and assessment that develops and promotes a culture of academic honesty.

Policy Statement

Academic honesty is a fundamental part of learning and teaching at Cabra Dominican College. We value and have a deep respect for the dignity of each person and aim to ensure students develop strong ethical foundations that inform, not only their academic practice at Cabra, but extend to their academic lives beyond.

Scope

This policy applies to all students, parents/caregivers and is supported by staff working within or for Cabra Dominican College.

Principles

Academic honesty is based on the following principles:

- an authentic piece of work is based on their individual and original ideas, and which acknowledges the words and thoughts of others, at all times;
- all ideas and work of other persons, regardless of the source, are acknowledged;
- electronic media is treated in the same way as books and journals;
- the sources of all photographs, maps, illustrations, computer programs, data graphs, audio-visual and similar material are acknowledged if they are not the student's own work;
- passages that are quoted verbatim must be enclosed within quotation marks and references provided.

Academic dishonesty is defined as student behaviour which does, and is intended to, provide a misleading or deceptive basis for admission, assessment or academic progression and/or another academic advantage or advancement to which the student is not entitled. This may include: cheating, plagiarism, collusion, recycling, impersonating another student, claiming credit for other's work, forging or falsifying documentation or data. Examples of academic dishonesty include:

- plagiarism: the act of representing as one's own original work the creative work of another, without appropriate acknowledgment of the author or source;

- collusion: the presentation of an assessment piece by a student as their own, which is in fact the result of unauthorised collaboration with another or; the over support/drafting of a student's work, compromising the author's authenticity;
- duplication of work: presenting the same work for different assessment components without consultation with the teacher;
- misconduct in tests/examinations and other summative assessments can include: taking unauthorised material/devices into tests/examinations; receiving or disclosing information to another student; or engaging in inappropriate behaviours which may distract other students or provide unfair advantage to self or others;
- fabrication of data is presenting data that has been purchased, plagiarised or invented by the student rather than collected from surveys, interviews, experiments, or other such processes.

Responsibilities

Students will:

- provide evidence of their learning and will not present others work as his/her own without full citation and acknowledgement of the author or source;
- work authentically to develop and present their own work;
- use in-text referencing and bibliographies (e.g. Harvard Referencing System) to acknowledge sources, ideas or information;
- work in groups with integrity and have a willingness to contribute on an equal basis, having the ability to demonstrate what they contributed;
- not allow another student to copy their work (collusion);
- submit all work on time according to the 'due date';
- where available, use anti-plagiarism software (e.g. Turnitin) to check their own work for unintended copying, and make the appropriate changes.

In examinations, students will:

- follow instructions of staff and invigilators prior, during and at the commencement of the exam;
- only bring the specified materials to the exam;
- cease from communicating with other students, verbally or written;
- not assist any other student to cheat, directly or indirectly;
- not cheat, or attempt to cheat in the examination, or any other task;
- not read and/or copy another student's work;
- not improperly obtain prior knowledge of an examination paper;
- not consult with another person outside of the examination room for the duration of the assessment;
- not use any electronic device to receive or send data, or to communicate in any way.

Parents/caregivers will:

- provide a quiet workspace for study;
- assist their child to plan out assignments to ensure that deadlines are met in a timely fashion;
- encourage their child/ren to research in a principled manner ensuring work is written in one's own words;
- encourage their child/ren to reference work using a referencing system;
- encourage their child/ren to seek extra assistance early, if required.

Staff will:

- ensure students are aware of and understand the College policies for learning and assessment and academic honesty;
- provide students with appropriate scaffolding to assist with planning, developing and completing assessments;
- explicitly teach skills in note taking, paraphrasing, in-text referencing, drafting and building bibliographies;
- familiarise students with referencing systems and Turnitin;
- role model academic honesty through acknowledging sources in teaching and assessment;
- provide guidelines and support for group work to enable identification and acknowledgement of individual contributions;

- provide students with early notification and fair warning if they believe any individual or group may be at risk of breaching academic integrity standards;
- provide checkpoints for tasks into course work over an extended time period, to provide feedback at different stages, and to verify the authenticity of work;
- work within the Redrafting Policy of SACE in Stage 1 and Stage 2;
- determine the number of times a student can obtain feedback before the piece of work is assessed, when a subject outline does not specify conditions about redrafting;
- follow the procedures for working through an alleged breach of academic honesty.

In examinations/tests, teachers will:

- ensure students are adequately supervised during tests and examinations;
- store examinations and tests securely;
- ensure Year 12 examination papers, NAPLAN papers and similar materials remain sealed until instructed to open;
- check that students do not enter examinations with any unauthorised material.

Executive Leadership will:

- ensure that students adhere to the basic principles of academic honesty;
- ensuring parents and learners understand what 'the learner profile value of academic honesty' means;
- providing clear expectations and consequences on what will happen if the submitted assessments or tasks are not the learner's own work;
- ensure that incidents of dishonesty are dealt with in accordance to the procedures and consequences along with the assessment practices of SACE and the ACARA.

Related Documents and References

- Cabra Dominican College Academic Honesty Procedure
- SACE Copyright and Intellectual Property Policy (2016)
- SACE Board Supervision and Verification of Students' Work Policy and Procedure (2017)
- SACE Board Ethical Conduct of Research Policy and Procedure (2015)
- SACE Board Redrafting of Assessed Work Policy (2016)
- SACE Board Reuse of Assessed Work Policy (2016)
- SACE Board Assessment Deadline Policy (2016)
- SACE Board Accreditation, Recognition and Certification Policy (2018)
- Cabra Dominican College Student Handbook
- Cabra Dominican College Staff Handbook

Policy Title: Academic Honesty Policy
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