



PLAGIARISM POLICY

Statement of Context and Purpose

Huntingtower recognizes that fostering academic honesty is integral to ethical education and acknowledges its responsibility to educate students on their obligations regarding academic integrity and plagiarism. The purpose of this Policy is to articulate the principles underlying Huntingtower's expectations for academic honesty and to ensure a fair and consistent approach to addressing instances of plagiarism.

What is plagiarism?

Plagiarism is defined as stealing and passing off the ideas and words of another as one's own when it actually comes from another source. The source may be written, oral or electronic, and includes copying/pasting and the retrieval of research papers from the Internet

Student responsibilities

It is the Students' responsibility to ensure that they do not commit or collude with another person to commit plagiarism. Students are expected to adhere to the highest standards of personal honesty and integrity in their work. Work submitted or presented should always be genuine and original.

Staff Responsibilities

It is the staff member's responsibility to give clear guidelines to students on Huntingtower's Policy and Procedures around plagiarism and to minimise authentication situations.

When conducting assessment tasks staff are required to:

- Ensure safeguards are in place
- Tests are conducted carefully with adequate room between students
- Ensure students are clear about teacher expectations, especially material permitted to be brought into the room and the use of dictionaries, calculators etc
- Unless otherwise specified, written responses are to be in pen
- Ensure regular back-ups occur when using computers

When assigning assessment tasks, in order for students to achieve satisfactory results, staff must give the details of:

1. The dates and work outlines
2. Timelines and deadlines for completing work
3. The specific nature of the task to be completed

Authentication Issues

If the staff member feels there is an issue of authentication the following steps should be taken:

- Students are to be told that there are issues of authentication to be dealt with
- The concerned member of Staff is to assemble any relevant evidence and then take action according to the level of plagiarism or cheating. If a staff member is unsure of how to proceed, they should seek the advice of their Head of Department to determine the best approach
- If the student is in VCE then discuss the issue with the VCE Coordinator/Vice Principal
- The Staff, together with the student, should examine the pieces of work highlighting the points under question
- Decisions will then be made based on these discussions

Departments are responsible for determining their own Levels of Plagiarism/Cheating and ensuring a consistent approach to this within their Departments.

Caution	Level 2	Level 3	Level 4
The teacher directly addresses concerns with student and provides a caution.	A repeat offence or a particularly serious incident	An incident of plagiarism or cheating in a test, exam or SAC	For repeat offense: HOD/Mentor/YLC informed (secondary school)
The teacher takes the opportunity to address the entire class regarding effective use of external sources and appropriate forms of referencing.	As per level 1 and HOD/Mentor/YLC informed (Secondary School)	HOD/Mentor/YLC informed (Secondary School)	Head of Junior School informed (Junior School)
Depending on severity of indiscretion teacher may decide to record event on Pastoral Care System	Head of Junior School informed (Junior School)	Head of Junior School informed (junior school)	Student may fail task or unit
	Student penalised	Student penalised	
	Parent informed	Parent informed	
	Event recorded on Pastoral Care System	Event recorded on Pastoral Care System	

VCAA Guidelines

The VCAA sets down seven rules which students must observe when preparing work for assessment. These rules also apply to Coursework and School-Assessed Tasks. They are:

1. Students must ensure that all unacknowledged work submitted for assessment is genuinely their own
2. Student must acknowledge all resources used including:
 - a. Text, websites and source material
 - b. The name and status of any person who provided assistance and the type of assistance provided
3. Students must not receive undue assistance from any other person in the preparation and submission of work. Acceptable levels of assistance include:
 - a. The incorporation of ideas or material derived from other sources (eg. by reading, viewing or notetaking) but which has been transformed by the student and used in a new context
 - b. Prompting and general advice from another person or source which leads to refinements and/or self-correction

Unacceptable forms of assistance include:

- c. Use of, or copying, another person's work or other resources without acknowledgment
- d. Corrections or improvements made or dictated by another person
- 4. Students must not submit the same piece of work for assessment in more than one study, or more than once within a study
- 5. A student must not circulate or publish written work that is being submitted for assessment in a study in the year of enrolment
- 6. Students must not knowingly assist other students in a breach of rules
- 7. Students must sign the Declaration of Authenticity at the time of submitting the completed task. This declaration states that all unacknowledged work is the student's own. Students must also sign a general declaration that they will observe the rules and instructions for the VCE and accept disciplinary provisions

Related Documents

- Curriculum Structure Policy and Procedures – Junior School
- Curriculum Policy and Procedures – Senior School
- Guidelines for the use of AI at Huntingtower
- Student Guidelines for the use of Generative AI Tools
- VCE Student Handbook

Communication

This Policy is available to staff, parents/carers and students via HT Connect. In addition, relevant aspects of this Policy will be raised at relevant meetings.

Evaluation

The Principal is primarily responsible for monitoring Huntingtower's overall compliance with this Policy, which will be reviewed as part of Huntingtower's Policy review cycle (and otherwise as and when required).

Authorisation

This Policy was authorised by the Principal March 2018

Reviewed June 2024

Date of next review: June 2026