



PLAGIARISM POLICY

Introduction

Huntingtower recognises that fostering academic honesty is a key element of ethical education. The School recognises it has a responsibility to ensure students are educated in and understand their responsibilities in relation to academic honesty and plagiarism.

Purpose

The purpose of this Policy is to set out the principles underpinning Huntingtower's expectations in relation to academic honesty, and for ensuring a fair and consistent approach to dealing with plagiarism should it arise.

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 members 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
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)
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) Head of Junior School informed (Junior School)	HOD/Mentor/YLC informed (Secondary School) Head of Junior School informed (junior school)	Head of Junior School informed (Junior School) Student may fail task or unit
Depending on severity of indiscretion teacher may decide to record event on Pastoral Care System	Student penalised Parent informed Event recorded on Pastoral Care System	Student penalised Parent informed 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

Communication

This Policy is available to staff via the School's staff portal and for students via Firefly. In addition, relevant aspects of this Policy will be raised and discussed at staff/student 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

Date of next review: May 2024