

# Academic Honesty Policy

## VISION STATEMENT

GERALDTON GRAMMAR SCHOOL WILL PROVIDE OUTSTANDING EDUCATION AND A STRONG SENSE OF COMMUNITY, CULTIVATING PEOPLE OF INTEGRITY, INDEPENDENCE OF MIND AND A LOVE OF LEARNING.

<b>Introduction</b>	This statement outlines the Geraldton Grammar School policy on academic honesty and consequences for academic dishonesty for students in year 7 to 12.
<b>Scope and application</b>	Policy applies to all students of Geraldton Grammar School.
<b>Related legislation and guidelines</b>	
<b>Related Policies</b>	Assessment Policy (Year 7 to 10), Assessment Policy (Senior School), Copyright Policy, Homework Policy
<b>Evaluation</b>	Annual

<b>Date</b>	<b>Action (issue, reissue, amendment, replacement of pages, etc)</b>	<b>Initials</b>
18/07/18	Formalised	NFT
04/02/19	Amended	NFT

## ACADEMIC HONESTY POLICY - YEAR 7-12

### OVERVIEW

At Geraldton Grammar School we value, **knowledgeable and open-minded learners** who strive to be **thinkers** and **principled communicators** of their findings, creations and responses. Academic honesty is a fundamental part of learning and teaching and Geraldton Grammar School aims to produce students with a strong ethical foundation which they can carry well beyond their formal school life.

### Promoting and Supporting Academic Honesty at Geraldton Grammar School

Students are:

- Made aware of the ethical considerations related to academic honesty.
- Taught how to acknowledge sources of information, assistance and advice can be sought from teachers and library staff.
- Supported in the preparation of their work by the teachers.
- Made aware that plagiarism crosses a variety of disciplines and the need to acknowledge the source of data, computer programs, photographs, sound files, diagrams, illustrations and maps.
- Provided with access to support materials to assist them in referencing their work.
- Clearly told the conditions and expectations for examinations and assessments.

### Academic dishonesty includes:

**Plagiarism:** representing the ideas or work of another as your own, eg copying another writer's work word for word or paraphrasing without appropriate attribution or reference to the original source.

**Collusion:** supporting or enabling plagiarism, for example, allowing your work to be copied or having a parent or tutor complete part of your work.

Collaboration is the legitimate joining of minds and resources to complete a given task. The guidelines for the collaboration would normally be set out by the class teacher.

**Duplication of Work:** presenting the same work for the different assessments.

**Cheating:** use of unauthorised notes or communication device or viewing another student's work during a quiz, test or exam.

More specifically during examinations, the use of an unauthorised calculator, disclose or discuss the content of an examination paper with a person outside the immediate school community within 24 hours after the examination, failure to comply with the instructions of the invigilator during an examination, disrupt an examination by an act of misconduct such as distracting another candidate, and the fabrication of data for an assignment.

**Note:** A candidate is likely to be found guilty of malpractice if unauthorized material is taken into the examination, regardless of whether any attempts are made to use the material.

Geraldton Grammar School students will be required to include the following declaration statement with all assignments if appropriate. If in doubt, please discuss with your teacher prior to handing in the work.

Unless otherwise acknowledged, the work I am submitting in this assignment is my own work.	
<b>Signature:</b>	<b>Date:</b>

**Consequences of Academic Dishonesty:**

<b>First Incident</b>	Teacher speaks with the student. Student to make time with appropriate staff member to learn the processes of how not to plagiarise. Teacher to notify parents. Head of Secondary School and Head of Learning Area notified and incident recorded on SEQTA. Student is given the opportunity to resubmit but appropriate penalties <b>may</b> apply.
<b>Second Incident</b>	Head of Learning Area and Teacher speak with the student. Student to make time with appropriate staff member to learn the processes of how not to plagiarise. Head of Learning Area to notify parents. Incident recorded on SEQTA. Student is given the opportunity to resubmit but appropriate penalties <b>will</b> apply.
<b>Third Incident</b>	Teacher and Head of School speak with the student. Head of Secondary School to notify parent and advise that this is the third incident. Student to make time with appropriate staff member to learn the processes not to plagiarise. Incident recorded on SEQTA. Head of Learning Area is notified. <b>No</b> credit will be given for the plagiarised work.

The preferred method of citing sources cited in the text of a paper is the APA style and reference list should contain in alphabetical order a list of the sources by the author's surname.