



ACADEMIC INTEGRITY POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on (03) 9803 8311 or email: burwood.heights.ps@education.vic.gov.au

PURPOSE

The purpose of this policy is to identify the meaning and application of academic integrity in our context as an International Baccalaureate [IB] World School. Academic integrity is based upon our understanding of personal responsibility and honesty, as related to the use of other's intellectual property, including their work, words and images.

This policy aims to support our community to participate in, and promote, academic integrity by demonstrating our commitment to the Learner Profile attributes in the process of acknowledging the work of others as their own. By making Burwood Heights Primary School's commitment to academic integrity transparent, this document outlines the responsibilities and expectations of our community and is aligned with our Mission Statement.

ACADEMIC INTEGRITY

Academic integrity centres on the expectation that students, teachers and parents/guardians act to:

- maintain fairness
- maintain trust and credibility
- develop respect for others

Burwood Heights Primary School employs the attributes of the IB Learner Profile when providing examples and models of academic integrity for students that support the development of the Approaches to Learning at a whole class, small group and individual level. These practices should be clearly communicated to all members of the school community and modelled at a level appropriate for the age of the student, including:

- their responsibility for producing authentic and genuine individual and group work
- how to correctly attribute sources, acknowledging the work and ideas of others
- the responsible use of information technology and social media
- how to observe and adhere to ethical and honest practice during assessments

Breaching academic integrity is also known as 'academic misconduct' or academic dishonesty'.

SCHOOL RESPONSIBILITIES

Our responsibilities in relation to academic integrity are to:

- promote, understand and participate in following the basic principles of academic integrity
- teach our students to understand the meaning of academic integrity in the context of the Learner Profile attributes
- teach our students to understand the expectations and consequences of them, relating to the use of other's intellectual property, including their work, words and images
- provide a supportive environment that encourages students to understand the importance of academic integrity and the role that this principle has in IB education
- respond to breaches of this policy in accordance with the assessment practices of the IB, and with an emphasis on reflecting upon our practice with regards to the teaching of this policy

STUDENT RESPONSIBILITIES

As students of Burwood Heights Primary School, your responsibilities in relation to academic integrity are to:

- demonstrate the IB Learner Profile attributes that relate to academic integrity in your classroom and homework practices, collaborative learning and other activities
- actively participate in each Unit of Inquiry and engage in learning that enables the construction of enduring understandings based on what is learnt from a range of resources
- ensure that your work, individual or group, is your own
- accurately acknowledge the work and ideas of others, including citations or references at an age-appropriate level
- respect copyright text and images, and not use them without permission
- follow the relevant Essential Agreements related to the responsible use of information technology and media resources

TEACHER RESPONSIBILITIES

As teachers of Burwood Heights Primary School, your responsibilities in relation to academic integrity are to:

- explain to students and parents what academic integrity means in specific terms and provide clear criteria for measuring academic integrity, including providing examples
- support students to use the relevant Approaches to Learning, so that they complete their work in a way that demonstrates academic integrity i.e. paraphrasing and developing a reference list to acknowledge the work of others, using digital images that do not breach copyright restrictions and citing sources
- explicitly teach and model respect for others through the acknowledgement of authors, illustrators and other resources
- teach and develop an understanding of the concepts of honest, plagiarism, collusion and duplication when it is developmentally appropriate within the scope of the Programme of Inquiry

- develop learning intentions and success criteria for lessons and tasks that reward the process of learning, rather than only the final product
- respond proactively to build student understanding of academic integrity and deal with breaches in an age-appropriate, fair and educational manner

PARENT/GUARDIAN RESPONSIBILITIES

As parents/guardians of Burwood Heights Primary School, your responsibilities in relation to academic integrity are to:

- speak with your child about the concept of honesty, and how this applies to their behaviour as a learner in an educational setting

PROCEDURE FOR BREACHES OF ACADEMIC INTEGRITY

When breaches of this policy occur in the classroom, teachers will assume responsibility for investigating and determining consequences with the student. Some of the proactive, age-appropriate responses may include:

- revisiting and unpacking the key teacher and student responsibilities from within this policy
- revising work tasks, to demonstrate an honest approach and represent the student's learning and ability i.e. free from plagiarism, collusion or duplication
- escalation to a member of the School Leadership Team
- discussion with parents/guardians

RELATED POLICIES AND RESOURCES

- Student Wellbeing and Engagement Policy
- Statement of Values and School Philosophy Policy
- International Baccalaureate Academic Integrity Policy (2019)

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | 23 rd April 2025 |
| Approved by | Principal – Esther Wood |
| Next scheduled review date | 23 rd April 2028 |