

## Murrumbeena Primary School Policy



*Excellence  
through Endeavour*

# ACADEMIC HONESTY

### RATIONAL/PURPOSE

Understanding and implementing academic honesty is an essential aspect of learning and teaching. The school community (leadership, teachers, students and parents) should act with integrity and honesty by valuing, respecting and acknowledging sources of information when presenting and publishing their ideas.

Academic honesty supports the development of school values (respect, responsibility, relationships and resilience) and is required to support the implementation of an inquiry learning approach. A broad range of primary and secondary resources are utilised through transdisciplinary learning in order to support the development of dispositions (learner profile), capabilities and skills (approaches to learning) required for lifelong learning.

### AIMS

The aims of the policy are to:

- Raise the awareness and expectations of academic honesty within the school community.
- Provide guidelines on how to be academically honest in learning and teaching.
- Identify ways to support students to develop skills and understandings necessary to act with academic honesty.

### SCOPE

This policy applies to all members of the Murrumbeena Primary School community. It is an expectation that staff, students and parents adhere to the *Academic Honesty Policy* at all times.

### DEFINITIONS

**Academic honesty** means doing your own work and acknowledging sources used to gather information and ideas.

**Academic dishonesty** means presenting the work of others as your own.

**Academic integrity** means acting ethically and honestly to produce authentic work.

**Paraphrasing** means writing new knowledge from information sources in your own words.

**Reference** means recording the source of information used.

**Quote** means recording information directly from a text.

**Quotation marks** means punctuation used to identify quotes ('xxx').

**Citation** means identifying the source of specific information in your work.

**Plagiarism** means presenting the work or information of others as your own.

**Authentic** means a unique idea or creation of a person or group.

### GUIDELINES/ROLES AND RESPONSIBILITIES

**The school is responsible for:**

- Informing the school community of their Academic Honesty Policy.
- Supporting the implementation of their Academic Honesty Policy.
- Providing necessary resources for the school community to carry out their roles and responsibilities with academic honesty.

### **Teachers are responsible for:**

- Respecting copyrighted resources, both print and online, by not using them without seeking the correct permission.
- Adhering to the **Statutory Education Licence**, <https://www.copyright.com.au/licences-permission/educational-licences/>, 5/5/2020,
- Modelling the use of academic honesty in their teaching.
- Monitoring the implementation of academic honesty in all learning and teaching including assessment.
- Identifying when breaches of academic honesty occur and supporting students to understand correct behaviours and learn appropriate skills required.
- Supporting all students to understand the school and societal expectations around academic honesty and what the possible consequences of academic dishonesty are.
- Teaching reading comprehension skills (e.g.summarising, identifying main idea, identifying key details, skimming and scanning, inferring) and note taking skills necessary for students to be able to paraphrase.
- Teaching age appropriate knowledge and skills to support the understanding and implementation of academic honesty across the school, specifically:
  - By the end of grade 2:
    - Understanding the concept of writing what they have learnt in their own words.
    - Showing or explaining their information sources.
  - By the end of Grade 4:
    - Understanding the terminology including: academic honesty, reference, quote, quotation marks, paraphrasing.
    - Understand how to reference a book (author, title, page number) and website (URL, date).
    - Use quotation marks to record text which has been directly copied.
  - By the end of Grade 6:
    - Understanding terminology including: academic honesty, reference, quote, quotation marks, paraphrasing, plagiarism and citation.
    - Understand how to reference a book (author, title, publisher, year of publication, page number) and website (URL, date).
    - Understand how to use quotation marks to record text which has been directly copied.
    - Use strategies for the citation of a source.

### **Students are responsible for:**

- Being principled by submitting work that is their own.
- Respecting copyrighted text and images and not using them without seeking the correct permission.
- Using age appropriate skills to comprehend and paraphrase from information sources.
- Using age appropriate skills to cite/reference work of others (refer to teacher section).

### **Parents are responsible for:**

- Understanding and supporting academic honesty.
- Discussing with their children the importance of academic honesty.
- Being transparent when they have supported their child/ren to complete learning tasks.
- Encouraging their children to submit work that is authentically their own.
- Supporting students to use reliable primary and secondary sources of information responsibly.

### **EVALUATION**

Evaluation of the policy occurs formally every four years and is informed by school community feedback. This policy will be due for review in 2025.

## **REFERENCES**

### **IB Publications**

*Academic honesty in the IB educational context*, International Baccalaureate Organisation, Published August 2014, Updated November 2016, [https://resources.ibo.org/data/g\\_0\\_malpr\\_sup\\_1408\\_2a\\_e.pdf](https://resources.ibo.org/data/g_0_malpr_sup_1408_2a_e.pdf), 30/4/2020.

*Academic Integrity*, International Baccalaureate Organisation, Published October 2019, [https://resources.ibo.org/ib/topic/Academic-honesty/works/edu\\_11162-58121?lang=en](https://resources.ibo.org/ib/topic/Academic-honesty/works/edu_11162-58121?lang=en), 30/4/2020.

*Principles into Practice*, International Baccalaureate Organisation, Published October 2018, <https://resources.ibo.org/pyp?>, 30/4/2020.

*Programme Standards and Practices (Standard C3)*, International Baccalaureate Organisation, Published January 2014, Updated March 2016, [https://resources.ibo.org/ib/psp/Standards-and-Practices/works/edu\\_11162-51685?lang=en](https://resources.ibo.org/ib/psp/Standards-and-Practices/works/edu_11162-51685?lang=en), 30/4/2020