



MACCLESFIELD PRIMARY SCHOOL

ACADEMIC HONESTY

POLICY



MACCLESFIELD PRIMARY SCHOOL

Rationale

Academic honesty is a set of principles and skills that develop and enhance a learner's personal integrity. Students are responsible for the use of their ideas and words of others.

Academic honesty encourages all members of the school community to conduct academic work in a principled manner without displaying or showing any form of dishonesty or any unprincipled behaviour using any source of information without appropriate acknowledgement.

Purpose

- **Inquirers**- acquire the skills necessary to conduct research and inquiry
- **Knowledgeable**- explore ideas, concepts, perspectives and issues
- **Principled**- act with integrity and honesty and take responsibility for their own actions
- **Open-minded**- are accustomed to seeking and evaluating a range of points of view
- **Risk-takers**- approach challenges and explore them independently
- **Caring** – about doing the right thing and respecting how it may affect others
- **Reflective**- being able to reflect with integrity
- **Communicators**- being able to communicate your own ideas and thinking
- **Balanced**- understanding and demonstrating honesty and integrity to achieve outcomes
- **Thinkers**- being able to give your own thoughts, beliefs and ideas

Implementation Roles and responsibilities

The School

The school's responsibilities in respect to academic honesty include the following:

- Ensure that students adhere to the basic principles of academic honesty.
- Ensuring parents and learners understand what 'the learner profile value of academic honesty' means.
- Providing clear expectations and consequences on what will happen if the submitted assessments or tasks are not the learner's own work.
- Ensure that incidents of dishonesty are dealt with in accordance with the procedures and consequences along with the assessment practices of the IB and the Education Department of Victoria.

The teachers

As teachers, your responsibilities in respect to academic honesty include the following:

- Emphasise the concept of academic honesty within all the teaching, learning and assessment practices.
- Teach students how to cite references, create bibliographies, paraphrase, take notes and write content from their own perspective rather than paste content from sources such as websites and other materials. (Year level 3-6)
- Provide specific guidelines, task clarification and encourage students to develop their own ideas through problem solving, analysis and reflection.
- Designing assessment criteria that value and reward the work required, rather than only the result.
- Defining misconduct then teaching, 'what it is?' and 'what does it look like?'
- Unpacking the terminology such as plagiarism, collusion and duplication (Year level 3-6)
- Act as good role models and show academic honesty in their own work.
- Supporting students in developing the skills and attitudes required for completing tasks in an academically honest manner.
- Deal with incidents of academic dishonesty in an appropriate manner.

The students

As students, your responsibilities in respect to academic honesty include the following:

- Ensuring that all work submitted is authentically your own work.
- Ensuring that I understand when I need to work independently or collaboratively.
- Fully and correctly acknowledging the work and ideas of others.
- Citing/referencing the work of others that has been used to complete any form of assessment or task. (Year level 3-6)
- If academic dishonesty is suspected, it is your responsibility to prove that all pieces of work are your own, and have not been plagiarised.
- Respecting copyrighted text and images and not use without seeking the correct permission.
- Knowing what defines misconduct including plagiarism, collusion and duplication. (Year levels 3-6)
- A list of references or a bibliography is included to indicate the source and/or the author. (Year levels 3-6)
- Demonstrate independence and responsibility for your own learning.
- Use information technology and library resources responsibly.
- Understand copying is a form of cheating.

The parents

The parents' responsibilities in respect to academic honesty include the following:

- Ensuring the work that is submitted is their child's own work.
- Develop an understanding of academic honesty.
- Assist their children with accessing resources for personal inquiries including people, places, media and information.
- Speaking to their children about the importance of academic honesty.

Definition of Academic Misconduct

Academic misconduct is a behaviour that results in, or may result in, the student gaining an unfair advantage in one or more assessment component/s.

Academic misconduct includes

Plagiarism- The representation of the ideas, words or work of another person without proper, clear and explicit acknowledgment.

Collusion- Supporting academic misconduct by another student, such as allowing one's work to be copied or submitted for assessment by another student.

Duplication of work- This includes the presentation or submission of the same work for any assessment component; any behaviour that gives an unfair advantage to a student or that affects the results of another student.

Procedures & Consequences for Academic Misconduct

When academic misconduct occurs, it is the teacher's responsibility to discuss consequences with the student.

Some of these consequences may include:

- Reteach the academic honesty policy.
- Work should be resubmitted and show no elements of plagiarism and must be his or her own work.
- Discussions with parents.

Admission Policy Review

The Principal, in collaboration with the PYP Coordinator and School Council will identify necessary minor changes annually in-line with the implementation of AIP.

The Admission Policy is to be reviewed biennially involving the Principal, PYP Coordinator, School Council team, Classroom teachers, Specialist teachers, and other teaching staff. It will be ratified by the current Governing School Council.

As a result, the school action plan will be updated based on what has been achieved and areas for further development.

The evaluation of the effectiveness of Macclesfield Primary School's Academic Honesty Policy is scheduled for review in 2025.

NAME	POSITION	DATE	SIGNATURE
Andrew Bagnall	Principal		
Emma Nielsen	School Council President		
Andrea Goodey	PYP coordinator		

Policy updated and Ratified by school council: ___/___/___

Essential agreement - attached

Acknowledgements

Documents referred to in the process of developing this policy:

1. IBO. (2009). Making the PYP happen: A curriculum framework for international primary education. Cardiff: International Baccalaureate Organisation.
2. IBO. (2014). [Academic Honesty in the IB educational Context](#). Cardiff: International Baccalaureate Organisation.

ESSENTIAL AGREEMENT

I acknowledge that I have read the [Academic Honesty Policy](#) and I will agree to implement the document in my role at Macclesfield Primary School where appropriate.

DATE	NAME	SIGNATURE
	Andrea Hagar	
	Andrew Bagnall	
	Caitlyn Harding	
	Charmaine Kavalic	
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	Damien Jones	
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	Jarren Boyd	
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	Leah Stephens	
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