



# Academic Integrity Policy

Mount Eliza Secondary College's 'Academic Integrity Policy' is based on the IB Learner Profile (2017) and IB Academic Integrity Policy (March 2023). These provide clear and concise expressions of the IB's objectives and values in which members of the IB community must strive to be principled and "act with integrity and honesty, with a strong sense of fairness and justice...(and) take responsibility for our actions and their consequences."

## Introduction

This policy documents the expectations and responsibilities of our IB community in upholding the principles of academic integrity and how we manage incidents of student academic misconduct in the context of the Middle Years Program (MYP).

Academic integrity is a responsibility of our whole community, and this document outlines the responsibilities and expectations for all. These will be clearly communicated and modelled so that all students understand:

- 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 examinations.

## Intellectual Property

The World Intellectual Property Organisation (WIPO) considers intellectual property as "creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce" (WIPO, 2023). Therefore, students must understand that both creative and intellectual forms of expression must be respected as these are protected by national and international laws.

## Academic Integrity

Academic integrity is "the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work" (IB Academic Integrity Policy, 2023, p.3). It refers to work that is based on the students' own ideas and which properly acknowledges the authorship and ideas of others. Therefore, in all work that is submitted by a student their original language and expression must be used. When other sources are used or referenced, whether directly or by paraphrasing, these sources must be documented appropriately.

## Use of Generative Artificial Intelligence Tools

Although the IB, and MESC, do not ban the use of Generative Artificial Intelligence (AI) tools they do endeavour to teach and encourage students to be principled learners and use AI tools ethically when producing their own work. Students need to be aware that the IB, and MESC, "does not regard any work produced – even only in part – by such tools to be their own." (IB Academic Integrity Policy, 2023, p.53) Therefore, students must clearly show any AI-generated text, image or graph included within their work by use of a 'citation' and reference within their bibliography as set out below.

## Referencing Artificial Generative Intelligence Tools

Students are advised to check with their teacher prior to using any AI tools for their research or in producing their own work and if used then they need to:

1. Follow the reference and citation format as set out in the 'SLASA Online Referencing Tool' which is available on the MESC Library website.
2. Include the name of the program used (e.g. OpenAi, Chat GPT), the date you used it, and the shareable link (if available).
3. Include an Appendix, for each AI tool used, describing the following:
  - Why you used the AI tool
  - How you used the output (even if you didn't include it in your work)
  - The prompts (or input questions) used and date you created these
  - Copy of the output from the AI tool

## Roles and Responsibilities

Maintaining academic integrity is a shared responsibility between the IB and IB World School. Implementing this Academic Integrity Policy is collaborative work for ALL members of our MESC community – School Leadership Team, IB Programme Coordinator, Teaching and Non-Teaching Staff, Students, Parents and Caregivers – with each having a specific role and responsibility.

### School Leadership Team and IB Programme Coordinator

Maintain a common understanding of what academic integrity means and foster an environment where academic integrity is understood and adhered to by:

- embedding the policy into the school structure and issuing guidance for teachers to ensure they have the same level of understanding.
- promoting good practice and communicating clearly what misconduct is and make students aware of consequences should this occur.
- communicating the principles of academic integrity to parents and legal guardians and ensure they have a common understanding of our Academic Integrity Policy, including protocols observed should a misconduct incident occur.
- ensuring that the IB regulations are applied consistently and fairly, as well as reporting suspected instances of student academic misconduct or school maladministration.

### School Maladministration

The IB defines this as “an action by an IB World School or an individual associated with an IB World School that infringes IB rules and regulations” (IB Academic Integrity Policy, March 2023, p.3). These actions potentially threaten the integrity of IB examinations and assessment and may occur before, during or after completion of assessments.

### Teaching and Non-Teaching Staff

Understand the school's Academic Integrity Policy, as well as carry out good practices in this regard for all subjects by:

- implementing the school's Academic Integrity Policy and ensuring students have a good understanding of the expectations and guidelines of all subjects.
- being role models to students by following and implementing academic integrity within their own work.
- confirming that, as far as they can determine, all accepted assessment work from a student is authentic and adheres to the policy guidelines.
- responding to student academic misconduct and/or school maladministration by supporting any school or IB investigation.

### **Librarian**

The Librarian's role is to support teachers and students in the classroom in identifying good practice regarding academic integrity and allowing them to be advocates of a culture of integrity by:

- assisting all community members in developing a school Academic Integrity Policy which ensures students, teachers and community gain a full understanding of what this constitutes.
- guiding and assisting students in developing reliable research strategies and in locating information from various sources.
- collaborating with teachers and non-teaching staff in identifying original work as well as any student academic integrity misconduct.
- providing access to a suitable citation and referencing online tool via the MESC Library website.

### **Parents and Care Givers**

Through understanding and collaboration, parents and care givers play a crucial role in reinforcing the values and importance of academic integrity by:

- supporting an understanding of IB policies and procedures, including this Academic Integrity Policy.
- understanding what constitutes student academic misconduct and its possible consequences.

### **Students**

With support from the entire school community students will be encouraged to understand the importance of academic integrity and the role that this principle has in IB education through:

- a full understanding of the school's and IB's policies, especially regarding academic integrity and student academic misconduct, as well as possible consequences
- recognise the role they have in their own learning, and responsibility to produce and submit work assessments that reflect their own authentic and genuine work, with properly acknowledged sources.
- meeting all deadlines and completing all assignments, tasks, examinations, quizzes, and assessments in an honest manner and to the best of their ability.
- review their own work before submitting it, to ensure that all ideas and sources have been documented appropriately using the citation and referencing online tool available on the MESC Library website.
- reflect and regard everyone's responsibility and contributions when working collaboratively with other students on assessments.

## **Student Academic Misconduct**

It is essential to consider that prevention of academic misconduct is primarily done through the promotion of good practice, which goes beyond just establishing the consequences for this behaviour.

At MESC, students are instructed in the use of the SLASA Online Referencing tool to assist them in citing and acknowledging sources following the APA Citation and Referencing (APA7) style. This is accessible via the MESC Library website on the Compass portal.

Staff teach different research and study skills with students, to motivate them in developing their own ideas. This could be through problem resolution, comparison, hypothesising and analysis, as well as by providing opportunities for discussion, inquiry and creativity.

The School Leadership Team, Programme Coordinator, and Librarian will be responsible to ensure that all students have the appropriate level of teaching and learning to prevent academic misconduct. They will also be responsible in providing professional development to teachers and non-teaching staff, where appropriate, to ensure they have a thorough understanding of their role in preventing student academic misconduct.

## **Academic Misconduct**

The IB defines student academic misconduct as “deliberate or inadvertent behaviour that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment” (IB Academic Integrity Policy, March 2023, p.3).

This may occur at different times and the school will investigate any reported student academic misconduct, with possible consequences and penalties being applied according to the ‘matrix of penalties’ within the IB Academic Integrity Policy, 2023 (p. 27) and the VCAA Authenticity rules.

Academic misconduct includes:

### ***Plagiarism – presenting others’ ideas as their own, including unethical use of AI tools.***

Plagiarism, defined as “the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgement” (Assessment principles and practices – Quality assessments in a digital age, 2018) and is the most common form of student academic misconduct.

To avoid committing plagiarism students are encouraged to seek guidance and support from their teachers, and the librarian in their understanding of citation and referencing, and to:

- maintain organised notes and sources consulted during the production of their work.
- cite sources by making clear which words, ideas, images, and works are from others.
- give credit for copied, adapted, paraphrased, and translated materials they may have used.
- make sure that information used is acknowledged in the body of the text and is fully listed in the bibliography using the APA7 referencing style and online tool provided.
- read and understand the school’s academic integrity policy.

***Collusion*** – allowing individual work to be copied by another student or any form of promoting academic misconduct by another student and this should be distinguished from collaboration that implies working together on a common aim with shared information, which is an open and cooperative behaviour.

**Duplication of work** – when the same piece of work is submitted for different assessment purposes.

**Unfair advantage** – any behaviour that gives unfair advantage to the student or that affects the results of another student.

### Academic Misconduct Procedures

In cases of academic misconduct, students are advised that the following procedures will be followed:

1. Students will be reminded of the MESC Academic Integrity Policy, the IB Academic Integrity Policy and the VCAA Authenticity Rules.
2. There will be an investigation of any reported student academic misconduct by teacher.
3. Penalties applied will be in accordance with the IB Academic Integrity Policy 2023 ‘matrix of penalties’ such as –
  - I. Formal warning letter
  - II. Resubmission of assessment work and/or resit exam
  - III. Zero marks for assessment work
  - IV. No grade for subject

Sources:

Assessment principles and practices – Quality assessments in a digital age. (2018). International Baccalaureate Organization.

Australian Framework for Generative Artificial Intelligence in Schools (2023) Commonwealth of Australia.

*IB Academic Integrity Policy*. (2023). International Baccalaureate Organization.

Victorian Curriculum and Assessment Authority (2024) [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

World Intellectual Property Organization. (n.d.). *What is intellectual property?*  
<https://www.wipo.int/about-ip/en/>

### POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023, updated June 2024
Approved by	Principal and School Council
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