



**Hughes Primary School**

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## **Academic Integrity Policy**

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*Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.*

'Academic integrity policy', IB publication

### School Context

Hughes Primary School is nestled in leafy grounds and provides an exemplary education to over five hundred students. At Hughes, our mission is to create lifelong learners who are committed to achievement, inclusion, resilience and respect. Hughes Primary School has mainstream classes from Preschool to Year 6 (4-12 year olds). We host the Southside Primary Introductory English Centre (SPIEC), and a Small Group Program (SGP).

Our motto '*Learning for Life*' captures our commitment to ensuring students have the knowledge, skills and experiences needed to be active and informed citizens. The teaching teams at Hughes have very high levels of pedagogical knowledge and skills, including expert knowledge of teaching strategies, to improve student learning and wellbeing. The curriculum is rigorous and there are high expectations regarding meeting the needs of individual learners. Ongoing professional learning of all Hughes staff is an important priority as is the development of a whole school reflective culture focused on improving classroom teaching.

### Purpose

The Academic Integrity Policy at Hughes Primary School ensures that the school's procedures are transparent, fair and consistent. The policy describes the rights and responsibilities of all members of the school community so that everyone understands what constitutes academic integrity and misconduct. The policy is dynamic and ensures that students are taught about academic integrity in all aspects of their work.

The purpose of this Academic Integrity Policy is to promote a culture of honesty, responsibility, and fairness within the school community. We aim to ensure that all students, teachers, and staff understand and adhere to the principles of academic integrity, encouraging students to take ownership of their learning and contribute to a respectful academic environment.

This policy applies to all students (4 -12 years), teachers, and staff of the Primary Years Programme (PYP) at Hughes Primary School. It covers all forms of academic work, including but not limited to assignments, projects, assessments, research, and any other academic endeavours.

### Definition of Academic Integrity

Academic integrity refers to the ethical code that governs the conduct of academic work. It emphasizes the importance of honesty, originality, and fairness. In an academic context, this includes:

- **Honesty:** A commitment to truth in one's own work and respect for the work of others.
- **Respect:** Acknowledging the contributions and ideas of others in all academic contexts.
- **Responsibility:** A commitment to doing one's best work, abiding by guidelines, and adhering to school expectations.
- **Fairness:** Ensuring that all students have equal access to opportunities, resources, and assessments.

### Principles of Academic Integrity

1. **Originality and Authenticity** All students are expected to complete their work with honesty, ensuring it is their own and reflects their true understanding of the content. Copying from others, using unauthorised resources, or presenting others' work as one's own is strictly prohibited.
2. **Proper Citation and Acknowledgement** Students must appropriately credit all sources of information, ideas, images, and other materials used in their work. This includes acknowledging any external contributions, whether written, digital, or spoken, in a manner consistent with the guidelines provided by the school.
3. **Collaboration and Group Work** Collaborative efforts should reflect the equal contribution of all group members. While students are encouraged to work together, it is essential that each student's contribution is distinct and honest. Plagiarism in group work is also prohibited.
4. **Fair Use of Resources** Students should use learning resources, such as textbooks, digital platforms, and research databases, appropriately. Unauthorised use of materials, including cheating on assessments or unauthorised sharing of test answers, is a breach of academic integrity.
5. **Respect for Assessment and Evaluation** Students must not engage in dishonest practices during assessments, including but not limited to:
  - o Cheating, such as using unauthorised materials during tests.
  - o Copying from other students during assessments.
  - o Plagiarising answers from any external sources.
6. **Accountability** Students, teachers, and staff are expected to hold each other accountable for upholding academic integrity. If a student observes a breach of academic integrity, they are encouraged to report it to a teacher or school leader in a responsible and confidential manner. Breaches of academic integrity will be addressed on a case by case basis and in negotiation with the school leadership team.

### Violations of Academic Integrity

Violations of the Academic Integrity Policy include, but are not limited to:

- **Plagiarism:** Copying or paraphrasing someone else's work without proper attribution.
- **Cheating:** Using unauthorized materials or assistance during exams, quizzes, or other assessments.
- **Fabrication:** Falsifying data, information, or results in any academic work.
- **Collusion:** Collaborating inappropriately with others to gain an unfair advantage in assessments or assignments.
- **Improper Use of Technology:** Using technology in a way that violates the principles of academic integrity, such as accessing prohibited resources during assessments.

### Responsibilities of Students

Students are expected to:

- Understand and follow this Academic Integrity Policy in all aspects of their academic work (in an age appropriate way). For example in the early years it is an understanding of the attributes of the Learner Profile to embody integrity and authenticity.
- Seek clarification from teachers when they are uncertain about academic integrity expectations.
- Use available resources responsibly and cite sources properly.
- Report any breaches of academic integrity they witness.

## **Responsibilities of Teachers and Staff**

Teachers and staff are responsible for:

- Clearly explaining the principles of academic integrity to students at the beginning of each academic year and throughout the course of their studies.
- Monitoring student work and assessments to detect potential violations of academic integrity.
- Providing guidance on proper research methods and citation practices.
- Addressing any violations of academic integrity promptly and fairly, in collaboration with school leadership.

## **Promotion of Academic Integrity**

To support and promote academic integrity, the school will:

- Provide regular training for students and staff on academic honesty, citation methods, and proper research practices.
- Encourage open discussions about the importance of integrity in learning.
- Offer resources such as workshops, guides, and tools to help students maintain academic honesty.
- Foster a positive academic environment where honesty, respect, and responsibility are valued.

## **Conclusion**

This Academic Integrity Policy is designed to ensure a fair, respectful, and honest learning environment for all members of the school community. Upholding academic integrity is a shared responsibility, and it plays a crucial role in maintaining the quality and credibility of our educational practices. Students are encouraged to embrace this responsibility and engage in their learning with honesty, respect, and integrity.