



# Oakleigh Grammar

<b>Policy Document Name</b>	<b>International Baccalaureate Middle Years Programme Academic Integrity Policy</b>
<b>Date Ratified by Board of Management</b>	May 2024
<b>Date for Review</b>	May 2027

## 1. Preamble

### Our vision...

A leading co-educational school that provides quality education at an international standard.

### Our Mission...

Empower our students with a commitment for academic excellence and a zest for life so they can contribute meaningfully to our community and society.

### Our values

Humility  
Aspiration  
Respect  
Kindness

## 2. Purpose/Rationale

As a member of the International Baccalaureate community, Oakleigh Grammar aims to nurture young people to acquire the attributes of the learner profile. When contextualising academic honesty, students should be **inquirers** and seek knowledge from a range of authentic sources. To be **principled** they should ensure that they cite and reference information carefully. To be **open-minded** they should consider multiple perspectives and understand bias. To be **communicators** they should cite sources and reference material confidently and in the correct format as specified by their subject teacher. To be **reflective** they need to think deeply about the steps they have taken to learn new information.

When undertaking academic research, Oakleigh Grammar expects all students to be responsible for appropriately acknowledging the work of others in the presentation of their own material, to make their knowledge, understanding and thinking transparent (International Baccalaureate Organisation, 2023). It is important for students to aspire to the highest standards of personal honesty and integrity in their work. Submissions to teachers must respect these academic guidelines, be original and correctly include intext and end text references (Harvard Convention).

Oakleigh Grammar believes that respect for academic integrity is not confined to plagiarism, but also extends to proper conduct in written examinations and assessment in all its forms, collusion, and duplication of work, any other behaviour that gains an unfair advantage for a candidate or that affects the result of another candidate. This policy is aimed at promoting ethical behaviour so that students are aware of their responsibility in ensuring they act in a principled manner.

This policy is to be considered in conjunction with the other documents on appropriate referencing and bibliography construction as produced by Oakleigh Grammar, particularly the student diary.

### **3. The IB and Artificial Intelligence tools**

The IB believe that schools should find ways to include Artificial Intelligence in teaching and assessment (International Baccalaureate Organisation, 2023). OG staff need to role model and discuss academic integrity with students, so they understand the value of making ethical choices and how to document their sources when using information, opinions, images and (AI) tools to write and create their work. If students use text, ideas, images produced by an AI tool they must clearly reference in it in the body of their work and in the bibliography. The in-text citation should contain quotation marks in the Harvard style, for example: '*When referencing ChatGPT specifically, it's crucial to acknowledge that the information provided by the model is based on its training data, and it may not always be up-to-date or completely accurate. Referencing ChatGPT helps in transparently communicating the source of information and managing expectations regarding the reliability of the content*' (Open AI, 2024).

Students are expected to develop research skills before using AI. They should first independently research a topic and if using AI they should ask the software research questions, rather than typing in the assessment topic and copy and pasting information and presenting it as their own. Teachers at OG know their students very well and can easily identify if a piece of work has not been produced by that student. They should then investigate the matter and proceed with the Academic Integrity Warning Letter (see appendix) if required.

#### **4. What are the six values of Academic Integrity?**

- Honesty – students should aim to be objective and be aware of their biases, tell the truth, give credit to the author of the work, and provide evidence.
- Trust – they must create work that is genuinely their own in order to earn trust and trust that their peers are acting truthfully. Trust enables students to collaborate, share information, express their ideas without fear of being judged.
- Respect – students must demonstrate self-respect and respect for others, appreciate the diversity of views and accurately source material.
- Fairness – teachers must lead by example, being fair to their communities and provide policies that uphold academic integrity. Students need to be responsible for their own actions.
- Responsibility – all members of the community are responsible for academic integrity, to know the rules, follow through with tasks and meet deadlines.
- Courage – to notify the relevant staff member if they are aware of a breach of academic integrity, be willing to take risks with acquiring and sharing new knowledge.

#### **5. Definitions**

##### **Artificial Intelligence**

- Artificial Intelligence (AI) the ability of a computer or computer controlled robot to perform tasks normally associated with intelligent beings.

##### **Academic Integrity**

- Staff and students understand and demonstrate respect for the values of honesty, trust, courage, respect, fairness and responsibility when researching and creating work.

##### **Academic Misconduct**

- Any behaviour that results in an unfair advantage such as buying an essay or copying and pasting work off ChatGPT.

##### **Collaboration**

- Collaboration is the positive act of working with fellow students to develop a piece of work where all parties contribute to the final product and the knowledge of others is correctly referenced.

##### **Collusion**

- Collusion is defined as supporting malpractice by another student.

##### **Duplication of work**

- This is defined by presenting the same piece of work for different assessment tasks.

##### **Plagiarism**

- Plagiarism is using another person's work or ideas without acknowledging them.

## 6. Examples of Academic Misconduct

- Submitting work partially or fully generated by AI as your own.
- Not referencing AI as a research tool.
- handing in someone else's work (parent, friend, tutor) as your own.
- producing assignments in conjunction with other people (e.g. another student, tutor), which are supposed to be your own independent work.
- paraphrasing material from another source without proper acknowledgement or citation.
- using characters, theories, opinions, concepts, designs from other sources like short stories, novels, TV shows, films etc. and present them as original work without properly referencing them.
- piecing together different sections of the work of others into a new whole i.e. 'cutting and pasting',
- failing to indicate with quotation marks another person's exact written words, numbers or symbols
- failing to name a person whose exact words you use in an oral report or indicate that you are quoting.
- failing to provide a research list/ bibliography for a project that requires research
- buying or obtain a paper from an internet research service or 'paper mill' and hand it in as your original work
- allowing your work to be copied or submitted for assessment by another
- bringing unauthorized materials into an examination or assessment task
- misconduct during an examination
- Taking unauthorised material into an assessment
- Leaving and or accessing unauthorised material in a bathroom/restroom that may be visited during an assessment
- Misconduct during an assessment including any attempt to disrupt the assessment or distracting another student
- Exchanging information or in any way supporting the passing on of information to another student about the content of an assessment
- Failing to comply with the instructions of the assessment supervisor responsible for the content of the assessment
- Using an unauthorised calculator when one is not permitted.
- Using a phone, smart watch or calculator during an assessment to record or research information
- Receiving non-permitted assistance in the completion of work such as from parents, friends, relatives, other students or private tutors.

## 7. How to Avoid Academic Misconduct

- Learn how to manage your time so you don't panic at the end and feel plagiarism is the only alternative.
- Learn the six steps of the Information Process (Defining, Locating, Selecting, Organising, Presenting and Evaluating) to break down your assignment into manageable segments.
- Don't allow others to copy your work, as you will be penalised as well.
- Don't hand in someone else's work as your own.
- Learn the OG accepted method of referencing and constructing bibliographies, ask your class teacher or the school librarian for assistance.
- Properly construct a Bibliography or Reference List of all the sources you used for your assignment.
- CD, DVD, e-mail, blog, internet sites and any other form of electronic media must be treated in the same way as books or journals
- Sources of photographs, maps, illustrations, computer programs, data, graphs, audio-visual material must be acknowledged if they are not your work
- Properly use direct and indirect quotations in your assignment.
- When taking notes from any source, always copy the bibliographic information immediately so you can easily acknowledge this when writing the assignment later.
- When you write a quotation in your notes, make sure it has quotation marks around it, so you later realise it's a quote and not your own words.
- Separate your ideas from others' as you are taking notes. You may use brackets or different coloured pens to separate your comments from the author's words.
- Learn how to paraphrase. Look up note taking methods. Use a thesaurus.
- Learn how to effectively synthesize information into something that is your own work.

## 8. Citations and Bibliographies

Students and staff should list their sources through citations, and a reference list or bibliography. They should use MY Bib, to create citations and references as it is free, easy to use and provides a consistent tool in the middle school. The site can be accessed here: <https://www.mybib.com/tools/harvard-referencing-generator>.

# Free Harvard Referencing Generator

Generate accurate Harvard reference lists quickly and for FREE, with MyBib!

STYLES: APA 6 APA 7 Chicago Harvard **Harvard (Australia)** MLA 8 MLA 9

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Enter or paste a web address to cite. URLs to PDFs are supported.

 Search

OR

Each reference is cited immediately following the quote, paraphrase, etc. Example:

*During World War One, women faced the war with the same enthusiasm as men but were forced to participate in different ways. As Patsy Adam-Smith says, 'We are made as men are made, but convention has forced us to show a different face to the public.' (Adam-Smith, P. 1984, pg. 85)*

When citing students are expected to acknowledge where their reference came from. It consists of the author's username, date of publication and page number from which the reference came. The reference, of course, needs to be included in the student's bibliography.

The bibliography lists all sources used in the student's research, whether or not they have been cited in their work. A bibliography is put at the end of the paper, on a separate page. Sources are listed in ALPHABETICAL order according to the author or editor's name.

## 9. Books

The following details should be used to list a book in your references:

- Author(s) or Editors surname and initial in capitals.
- Title (underlined or in italics),
- Publisher,
- Place of Publication,
- Date of Publication.

For example:

Baines, R. (ed) *Paper Windows – An Anthology of Short Stories*, Cambridge University Press, Cambridge, United Kingdom, 2001.

## 10. Citing Electronic Sources

The following details should be noted to cite an electronic resource such as a web page:

- Author(s) or Editor(s)
- Title of the page (look in the bar at the top of your browser)
- Title of the site (go to the site's homepage)
- Date the page was last updated or the copyright date
- The full internet address (URL) of the page (<http://etc.>)
- The date that you accessed the page
- Any other details that might help someone else find the part of the page or website you used.

For Example:

Nuwer, R. *The problem with India's man eating tigers*, BBC Future, November 2019,  
<https://www.bbc.com/future/article/20191120-the-problem-of-indias-man-eating-tigers> Accessed 22 April 2020.

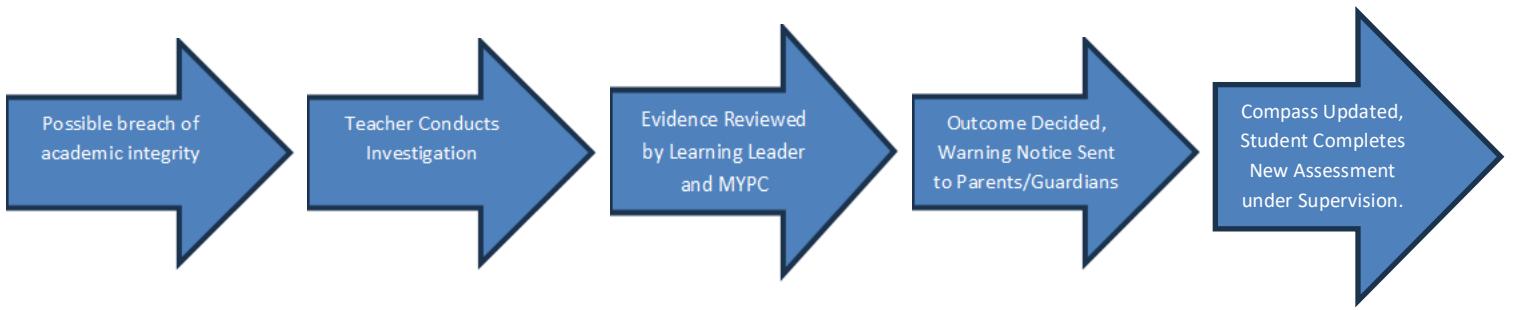
## 11. Monitoring of Academic Integrity

Open and trusting relationships between staff and students facilitate academic integrity at Oakleigh Grammar. Students are aware that teachers know them very well and will investigate any attempts to incorporate ideas taken from the internet or Artificial Intelligence. Students are expected to submit drafts of work to demonstrate that ideas represent their own work. Students are monitored during in class assessments and exams and staff are encouraged to refer to this policy to understand the processes in place and the consequences of academic misconduct.

## 12. Consequences of Academic Dishonesty

All members of the school community have a responsibility to be academically literate and to act with integrity at all times. If a student is believed to have engaged in malpractice/plagiarism, the teacher and Learning Leader will investigate the matter. If it is found that the student has breached the Academic Integrity Policy there are a variety of disciplinary measures that can be taken ranging from a verbal and written warning, through to not receiving a mark for the relevant criteria for the assigned task.

The appropriate disciplinary measure will ultimately be at the discretion of the Middle or Senior School Panel including the Learning Leader and MYPC who will notify parents. Teachers will work with the student to support them to develop academic integrity and information literacy so they can meet the referencing requirements for future assessments.



This policy was reviewed in April 2024 by teachers using the IB Policy Review Protocol created by Lincoln Community School (IB Policy Review Protocol\_ continuum schools (1).pdf n.d.). It will be reviewed as changes occur within the AI context and as the school community changes due new strategic goals or changes in student demographics.

Students learn about academic integrity through their classroom teachers, through designated lessons by the librarian, through posters in classrooms, through correspondence shared with parents/guardians, through the school dairy, through participating in an academic integrity pledge, through the ATL of research and in their IT classes.

### 13. Sample Correspondence to Parents/Guardians

#### Academic Integrity Warning Notice

**CONFIDENTIAL**

**Name:** xxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxx

**For: Producing Texts: Darkness Calls submitted on 4<sup>th</sup> June in Language and Literature**

Your recent submission of the Summative assessment above has been recognised as a potential breach of Oakleigh Grammar's Academic Integrity due to allegations of **plagiarism**. As a student of Oakleigh Grammar, you have agreed to comply with the MYP Assessment and Academic Integrity Policy.

Due to further review, it has been decided that your actions appear to be evidence of poor academic practice.

#### What happens next?

You have been granted an extension until xxxxxxxxxxxxxxxxxxxxxxx to resubmit the task in your own words. This will require you to work with your partner over a duration of three sittings at one hour each with no access to any outside resources or materials, including any form of device. Alongside submitting this task with pen and paper, you are required to produce (1) A written explanation justifying the styles of gothic fiction and gothic concepts studied evident in the submission, and (2) A reflection honestly detailing the manner in which you distributed the workload with your peer. You will work outside xxxxxxxxxxxx office, **Tuesday, Wednesday and Thursday this week.**

This warning will be recorded on the Academic Concern Register on XUNO. If you are suspected of academic misconduct in the future, this notice may be accessed by the Learning Leader as evidence that you were aware of the rules and consequences of academic misconduct.

Any subsequent breach will be referred directly to the xxxxxxxxxxxxxxxxxxxxxxx and the xxxxxxxxxxxxxxx as an allegation of serious academic misconduct and handled in accordance with MYP Assessment and Academic Integrity Policy.

If you have any questions, please let me know.

Yours sincerely

## 14. References

chat.openai.com. (n.d.). *ChatGPT*. [online] Available at: <https://chat.openai.com>.

Copeland, B.J. (2022). Artificial intelligence. In: *Encyclopedia Britannica*. [online] Available at: <https://www.britannica.com/technology/artificial-intelligence>.

International Baccalaureate®. (2023). *Statement from the IB about ChatGPT and artificial intelligence in assessment and education*. [online] Available at: <https://www.ibo.org/news/news-about-the-ib/statement-from-the-ib-about-chatgpt-and-artificial-intelligence-in-assessment-and-education/>.

International Center for Academic Integrity (2021). *The fundamental values of academic integrity*. [online] Available at: [https://academicintegrity.org/images/pdfs/20019\\_ICAI-Fundamental-Values\\_R12.pdf](https://academicintegrity.org/images/pdfs/20019_ICAI-Fundamental-Values_R12.pdf).

*IB Policy Review Protocol\_ continuum schools (1).pdf* n.d., Google Docs.

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Student Academic Success. (n.d.). *Glossary of academic integrity terms*. [online] Available at: <https://www.monash.edu/student-academic-success/maintain-academic-integrity/glossary-of-academic-integrity-terms>.