

# Plagiarism Policy

2023-2026



## Help for non-English speakers

If you need help to understand the information in this policy please contact Hampton Park Secondary College on 03 8795 9400.

## Purpose

The purpose of this policy is to foster a culture of academic integrity, honesty, and originality at Hampton Park Secondary College. By clearly defining and addressing plagiarism, we aim to uphold the values of intellectual honesty, promote a fair and level playing field for all students, and ensure that each individual's work is a true reflection of their own efforts and understanding. This policy not only serves to maintain the academic standards of our institution but also prepares students with essential skills for a lifetime of ethical and responsible scholarship.

## Scope

This policy is developed as an educational guide for students, teachers, Domain Leaders, Student Learning Leaders, parents/carers, and members of the school community.

This policy applies to any work, written or otherwise, submitted by students as their own.

This policy applies to any instances of (suspected) plagiarism, collusion and/or cheating.

## Definitions

### Plagiarism

According to the Oxford dictionary "plagiarism" means "the wrongful appropriation or purloining, and publication as one's own, of the ideas, or the expression of the ideas (literary, artistic, musical, mechanical, etc.) of another".

Plagiarism is an act of fraud. It involves knowingly stealing someone else's work and lying about it afterwards.

Students must strive for their personal best and seek honest feedback on their work in order to learn and improve. Plagiarism interfere with the assessment and feedback process that is necessary to promote academic growth.

## **Collusion**

Collusion refers to the act of unauthorised collaboration or cooperation between individuals in producing academic work that is intended to be completed independently. In the context of our school policy, collusion undermines the principles of individual effort, fair assessment, and the genuine demonstration of knowledge and skills. It includes situations where students work together on assignments or assessments without the explicit permission of the instructor, leading to the submission of work that does not truly represent each student's independent understanding and effort.

## **Cheating**

Cheating is the act of dishonestly gaining an unfair advantage in academic assessments, assignments, or examinations. It encompasses a range of behaviors, including but not limited to, copying from another student, using unauthorized materials during a test, obtaining, or providing unauthorised assistance, and submitting work that is not entirely one's own. It compromises the integrity of the educational process and means that results do not reflect students' efforts, knowledge, and understanding.

## **Policy**

Hampton Park Secondary College students are expected to demonstrate honest and ethical behaviour in completing all of their course work and assessment tasks.

All academic work, written or otherwise (including oral and visual presentations), submitted by students to their teachers is expected to be the result of their own thought, research, or creative ideas and to be expressed in their own words.

In cases where students feel unsure of what plagiarism and/or collusion mean, they are strongly recommended to speak with their teachers on the matter before submitting their work. Teachers are more than happy to offer guidance to students regarding how much information can be legitimately taken from other sources and how it can be used properly.

When a student's assignment involves researching outside sources of information, the student must carefully acknowledge exactly what, where, and how they have used these sources. Most subjects use either the Harvard or Oxford method of citation, with the exception of Psychology, which uses the APA system. Subject teachers will outline the expectations of the chosen referencing system used in each subject. Students can access the librarian located in the Resource Centre for additional support. Teacher's work cohesively to ensure students are properly taught how to use citations within their work, how to reference their work, and how to create a bibliography.

### ***The following steps will be taken to ensure all students are thoroughly educated about Plagiarism:***

- A Student Declaration of Authenticity will be added to every common assessment task at Years 7-12.
- A plagiarism workshop will form part of each year levels Start Up Program.
- All subject teachers will raise the issue of Plagiarism within classes, in particular when the requirements of an assessment are discussed and explain how to avoid it.

***This policy is intended to address incidents of plagiarism, collusion or cheating that may occur. Plagiarism, collusion, and cheating are defined at HAMPTON PARK SECONDARY COLLEGE as:***

- Copying directly from paragraphs, sentences, a single sentence, or significant parts of a sentence without acknowledging the source.
- Copying someone else's work in part or in whole and presenting it as their own.
- Using material directly from books, journals, or digital sources (including Artificial Intelligence platforms) without reference to the source.
- Copying images or text from the Internet (including Artificial Intelligence platforms) and presenting them as their own work.
- Taking the ideas of others without reference to the source.
- Handing in work of which another person such as a sibling, friend, parent, tutor, or subject expert has substantially contributed.
- Re-submitting their own work again, that has already been submitted for a previous assessment at any other time. Copying from your own work is the same as copying from someone else's work.
- Using words, ideas, designs, or the workmanship of others in practical and performance tasks without appropriate acknowledgement or copyright permission.
- Paying someone to write, draw, create or prepare material.
- Bringing prepared or prohibited materials into an examination room, CAT, SAC, or test.
- Seeking the assistance of another student during an examination, SAC, or test.
- The sharing of information and resources online and via social media platforms is also subject to this plagiarism policy. Any information intended for, or likely to have the effect of, facilitating an unfair advantage for another student is considered misconduct and may breach this policy.

*All teachers have a duty of care to ensure that students know the Plagiarism Policy. To the best of their ability, teachers should discuss the Plagiarism Policy with their students. Teachers may also wish to use supporting resources such as the Plagiarism Task document and student planner to help explain Plagiarism before the commencement of each major assessment task. Teachers should ensure that students are aware of what Plagiarism is and of the consequences that are applied if an incident occurs.*

***The role of parental support in children's achievement and ethical development:***

Parental and family support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviours are encouraged from parents and families in promoting true student achievement and personal best:

- Realistically assess your child's abilities. Help her/him to work in a quiet space in the home to complete set tasks, homework, and personal study so that she/he will be successful and challenged without undue stress.
- Do not push your child beyond their limits with your expectations or aspirations. Many times, students make poor decisions because the pressure to excel is greater than their ability to meet expectations.
- Teachers are available for extra help at lunchtime and after school, and opportunities such as online learning sites and homework tutorial club are available for individual assistance.

- If you suspect your child is experiencing difficulty in a class, or in their studies, please contact the teacher or the school. The sooner the problem is identified; the sooner steps can be taken to support your child's learning in a positive manner.
- If you are contacted because your child has been caught plagiarising, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

**Evaluation:** This policy will be reviewed as part of the school's review cycle. Feedback from students, staff and parents will be discussed. Improvements and recommendations will be made accordingly.

### **Explore and Enhance Students (Years 7 – 9)**

**First incident** – If the student is found to have plagiarised, colluded, or cheated by the Subject Teacher then the following actions will occur:

- The student will be interviewed by a panel with the purpose of gathering the facts of the incident. The panel could include the Subject Teacher, the Domain Leader and if necessary, Student Learning Leaders.
- The Subject Teacher will record the incident onto Compass Chronicle, which will automatically email an electronic letter and SMS to inform the parent/carer. The subject teacher should also call the parent/carer to explain the incident.
- The student must resubmit the work and will be awarded the opportunity to receive a grade for a resubmitted assessment task.
- The student will be warned of the consequences that will apply if they plagiarise again.

**Second incident** – If the student is found to have plagiarised, colluded or cheated for a second time regardless of the subject, then the following actions will occur:

- The student will be interviewed by a panel with the purpose of gathering the facts of the incident. The panel will include the Subject Teacher, the Domain Leader and if necessary, Student Learning Leaders.
- Subject teacher will record the incident onto Compass Chronicle.
- The parent/carer is contacted via phone or email and a formal Plagiarism Letter is sent home explaining the incident.
- The student must resubmit the work and will be awarded the opportunity to receive a satisfactory outcome for the subject, however the student will receive an official mark of 'UG' (Ungraded) for the assessment item.

**Third incident (and all subsequent incidents)** – If the student is found to have plagiarised, colluded or cheated for a third time, regardless of the subject, then the following actions could occur:

- The student will be interviewed by the Domain Leader and Sub School Leader / Principal class member to gather the facts.
- Subject teacher will record the incident onto Compass Chronicle.
- A parent/carer meeting will be held with the Domain Leader and Sub School Leader.
- A formal Plagiarism Letter, in addition to the parent/carer meeting is sent home explaining the incident.
- The student may receive a consequence at the discretion of the panel.
- The student will have an official mark of 'N' for the assessment item.

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### **Special considerations:**

Students who are funded under the Program for Students with Disabilities (PSD) or who have been identified from the annual National Consistent Collection of Data (NCCD) on School Students with Disability and who are still learning the mainstream curriculum will follow the guidelines below. If an incident of Plagiarism arises involving a student who falls under the categories outlined above within Years 7 to 10, the following actions will occur:

- Subject teacher will liaise with a member of the Inclusion Team to discuss the incident.
- The Student receives a warning from the Sub School Leader or Student Learning Leader.
- The Subject Teacher will record the incident onto Compass Chronicle.
- The Inclusion Coordinator will inform the parent/carer via phone or email about the incident.
- The student will not be required to re-submit the original parts to the task and it will be marked by the teacher.
- The student will be warned of the consequences if they plagiarise again.

If a second incident occurs regardless of the subject, the following actions may occur:

- The student will be interviewed by the Subject Teacher and a member of the Inclusion Team.
- Subject teacher will record the incident onto Compass Chronicle.
- The Inclusion Coordinator will inform the parent/carer via phone and a formal Plagiarism Letter will be sent home explaining the incident.
- The student must resubmit the work and will be awarded the opportunity to receive an original grade for the resubmitted assessment task.

**If a third incident (and all subsequent incidents)** regardless of the subject, then the following actions may occur:

- The student will be interviewed by the Subject Teacher and a member of the Inclusion Team.
- Subject teacher will record the incident onto Compass Chronicle.
- The Inclusion Coordinator will inform the parent/carer via phone and a formal Plagiarism Letter will be sent home explaining the incident.
- The student may receive a consequence at the discretion of the panel.
- The student must resubmit the work and will be awarded the opportunity to attain a satisfactory outcome for the subject, however, will receive an official mark of 'UG' (Ungraded) for the assessment item.

### **Excel Students (Years 10-12)**

Students must provide evidence that the work submitted is their own and/or was completed in accordance with VCAA requirements.

VCAA states:

*Principals are responsible for the administration of VCAA rules and instructions in their school. One of these rules is that a student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own. The teacher may consider it appropriate to ask the student to demonstrate his/her understanding of the task at or about the time of submission of the work. If any part or all of the work cannot be authenticated, then the matter must be dealt with as a breach of rules.*

In order to obtain the necessary evidence, students may be required to:

- Provide evidence of the development of the work.
- Discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work.
- Provide samples of other work.
- Complete, under supervision, a supplementary assessment task related to the original task.
- Attend an interview or complete a test to demonstrate understanding of the work.
- Sign the 'Declaration of Authenticity' for an assessment task.

### **General Guidelines**

It is important to state in this policy that at the VCE/VCAL level all arising cases of plagiarism, collusion, or cheating may be very different in their nature, and that the process for incidents as outlined below for incidents is a guide for students, teachers, and parents/carers.

All cases will be assessed by the Senior School Team and Principal leading the Senior School. The Senior School Team and the College Principal will have ultimate authority in deciding on the course of action, which may include consequences, that are applied based on each individual incident of plagiarism, collusion, or cheating.

If the incident of plagiarism, collusion, or cheating involves a second student who has willingly shared their own work with the first student, it will be considered that this student has enabled the incident of plagiarism or cheating to occur and will thus incur the same penalty as the student originally found in breach of this policy.

### **The VCAA provides opportunity for HAMPTON PARK SECONDARY COLLEGE to determine the consequence depending on the severity of the incident.**

If a VCE/VCAL student is found by the Subject Teacher to have plagiarised, colluded, or cheated then the following actions will occur:

- The student will be interviewed by the Subject Teacher and the Subject Teacher will record the incident onto Compass Chronicle. An electronic letter and SMS will automatically be sent to inform the parent/carer. The subject teacher should also call the parent/carer to explain the incident.
- The student will be interviewed by a panel with the purpose of gathering the facts of the incident. The panel will include the Subject Teacher or the Domain Leader, the Student Learning Leader or Sub School Leader, and the College Principal.
- Consequences for each incident will typically follow the sequence below, however, adjustments will be made if warranted by the severity of the incident:

### **First Incident**

The student may be provided with an alternative assessment task. This task must be completed within the two-week Redemption period and will be scored. If it meets the required standard, the student will be awarded a satisfactory completion for the Outcome being assessed. An official letter will be sent to the parents/carers to explain the panel decision.

### **Second Incident**

The student may be provided with an alternative assessment task. This task must be completed within the two-week Redemption period, but this task will not be scored. The student will be awarded a "UG" (Ungraded) for the assessment. If it meets the required standard the student will be awarded a satisfactory completion for the Outcome being assessed. The parents/carers will be invited to attend the panel meeting. An official letter will be sent to the parents/carers to explain the panel decision.

### **Third and subsequent Incidents**

The student will be interviewed by the Domain Leader, Senior School Leader, and Principal with parents/carers in attendance. The panel will decide on an appropriate course of action based on the evidence provided. There is an option for the student's work not to be assessed leading to an unscored/ungraded assessment, an N for the Outcome, and an N for the Unit of work.

### **Related Policies**

- Artificial Intelligence Policy (and Guidelines)
- Curriculum Framework Policy

### **Policy review and approval**

Policy Last Reviewed	Nov 2023
Approved by	Principal
Next Reviewal Date	Nov 2026