



Lüderitz Blue School Academic Integrity Policy

1. STATEMENT ON ACADEMIC INTEGRITY

Lüderitz Blue School upholds academic integrity as a fundamental principle of learning. This policy ensures that students understand and practise integrity in all academic work. While plagiarism is the most common form of misconduct, this term also includes any action that provides an unfair advantage to a student or others in any assessment component.

2. EXAMPLES OF ACADEMIC MISCONDUCT

- i) Plagiarism: passing off the work, words or ideas of another person, or AI-generated work, as your own. This could be in the form of graphics, music, writing or images. Plagiarised work is work which **fails to acknowledge the sources it uses** or upon which it is based.
- ii) Collusion: submitting work which has been copied from or done with another student or allowing another student to copy your work. There are times when you will be actively encouraged to work collaboratively and share ideas with other students, even produce work together. However, work which is to be submitted for assessment must be yours only, even when it relies on common investigation or research data.
- iii) Duplication of work: Presenting the same piece of work for different assignments.
- iv) Cheating in an examination: copying from or communicating with another student or taking unauthorised material such as notes into the examination room.
- v) Getting help from a parent, teacher, tutor, former student or online tutor for assessed work.

- vi) Making up data, research results or falsifying information.
- v) Taking electronic devices into an examination room e.g. mobile phone.
- vi) Failing to comply with exam regulations e.g. disruptive or distracting behaviour.
- vii) Using online translators or a native speaker to help produce work in a foreign language.
- viii) Learning mark schemes in order to perform better in 'mock' examinations.
- ix) Copying and pasting excerpts from online sources.
- x) Copying and pasting passages from Google Translate.
- xi) Using images (e.g. for presentations) from the internet without referencing them correctly.
- xii) Programming information in Scientific Calculators.

3. SCHOOL STANDARDS

- i) To avoid academic misconduct and ensure academic integrity in work, the Lüderitz Blue School community must uphold the following standards.
- ii) All students of the Lüderitz Blue School community must:
 - understand the principles of knowledge building and give credit to sources of information or ideas.
 - be fair and honest with all.
 - only submit work that is their own.
 - keep good records of where information used when conducting research is located.
 - encourage peers to respect the academic integrity policy and never allow others to copy homework, copy on a test, cheat or lie.
 - understand it is fine to accept help from family members, teachers, tutors or friends but they must never allow others to complete work for them.
 - understand the consequences of academic misconduct at our school.
 - accept that the consequences for academic misconduct can be very serious and affect future academic or work opportunities.

- iii) All teachers within the Lüderitz Blue School community must:
- help students to understand that academic integrity is in their best interests.
 - teach how to locate and use information and audio-visual material from print and the internet ethically and responsibly by referencing and citing sources in an age-appropriate manner.
 - provide access for Secondary students to submit assignments to online originality checking software to check for incidences of possible plagiarism.
 - respond appropriately to suspected incidences or reports of academic misconduct.
 - ensure that students understand the school academic honesty policy and procedures in cases of suspected academic misconduct.
 - model exemplary, principled behaviour and high standards of academic integrity throughout day-to-day practice.
- iii) All staff within the Lüderitz Blue School community must:
- maintain a climate throughout the school that showcases the values of integrity, honesty, fairness and justice.
 - implement and monitor strict procedures during exam times to prevent academic misconduct.
 - provide time and opportunity for teachers and other clearly identified staff to teach referencing and citation skills to students.
 - promote parental awareness of the academic integrity policy.
 - provide online originality checking software for staff and student use.
- iv) All families within the Lüderitz Blue School community must:
- support and guide students with home learning.
 - help students ensure that the home learning and completed work, is owned, and completed, by the student, not an adult or helper.

4. PROCEDURE FOR DEALING WITH ACADEMIC MISCONDUCT

- i) Lüderitz Blue School teachers recognise that the most immediate consequence of academic misconduct is that the student's ability to learn and grow academically is compromised.

ii) All efforts will be made to ensure that the student understands why academic integrity is important and learns the attitudes, skills and behaviours to do their own work and reference their sources of information.

iii) Steps Taken to Deal with Academic Misconduct (at the discretion of the teacher/Senior Management.)

First Offence

- A warning will be issued to the student/s involved.
- Students may be asked to issue an apology to their teacher/class.
- Students may meet with their teacher and/or a member of Senior Management.
- Students may be given the opportunity to resubmit their work (with no penalty).

Repeat Offences

- Parents will be contacted by the school.
- Students will receive a grade 0/ fail with no opportunity to re-do.
- In-school or out-of-school suspension.
- In extreme cases, students may face expulsion from the school.

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