

	<h1>Coromandel Valley Primary School</h1>	
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Policy Document Name	Academic Integrity Policy	Appendix 1: Scope and Sequence Appendix 2: Transgressions Flow chart
Date Ratified	8.9.2020	
Date for Review	September 2023	

Definition

Academic Integrity is the acknowledgement of the sources of your work. Without acknowledgement, through referencing or bibliography, you are claiming the work as your own.

Philosophy

At CVPS, learning and applying the principles and skills of academic integrity in the primary years is fundamental to developing as an IB learner and becoming responsible global citizens. Being principled, honest, trustworthy, fair, respectful and responsible are central to the culture of our entire school community.

Academic integrity is developed through the Approaches to Learning, (communication, research, social, self-management and thinking skills) and through the articulation of clear understandings and expectations shown through the CVPS Scope and Sequence. (Appendix)

School Leadership Expectations and Responsibilities

To ensure:

- that academic integrity is valued
- that our commitment to academic integrity is communicated to the whole school community
- that the scope and sequence is clearly articulated and tracked
- that new staff, students and families share our commitment to academic integrity
- that deliberate breaches of academic integrity are thoroughly investigated and viewed as an opportunity for growth with reference to the Transgression Flow Chart (Appendix 2)

Staff Expectations and Responsibilities

To ensure:

- that they understand and are committed to developing a culture of academic integrity
- that the principles of academic integrity are understood and valued by students and families
- that the scope and sequence is embedded within the learning opportunities and continually built upon
- that deliberate breaches of academic integrity are thoroughly investigated and viewed as an opportunity for growth with reference to the Transgression Flow Chart (Appendix 2)

Students Expectations and Responsibilities

To ensure:

- that they are committed to upholding high standards of academic integrity
- that all work is completed honestly and fairly to demonstrate their own knowledge and understanding
- that they understand whether it is appropriate to work independently or collaboratively
- that the work of others is respected and correctly acknowledged

Parents/Caregivers

To ensure:

- that academic integrity is valued and understood
- that they are committed to upholding high standards of academic integrity

Appendix 1: Scope and Sequence CVPS

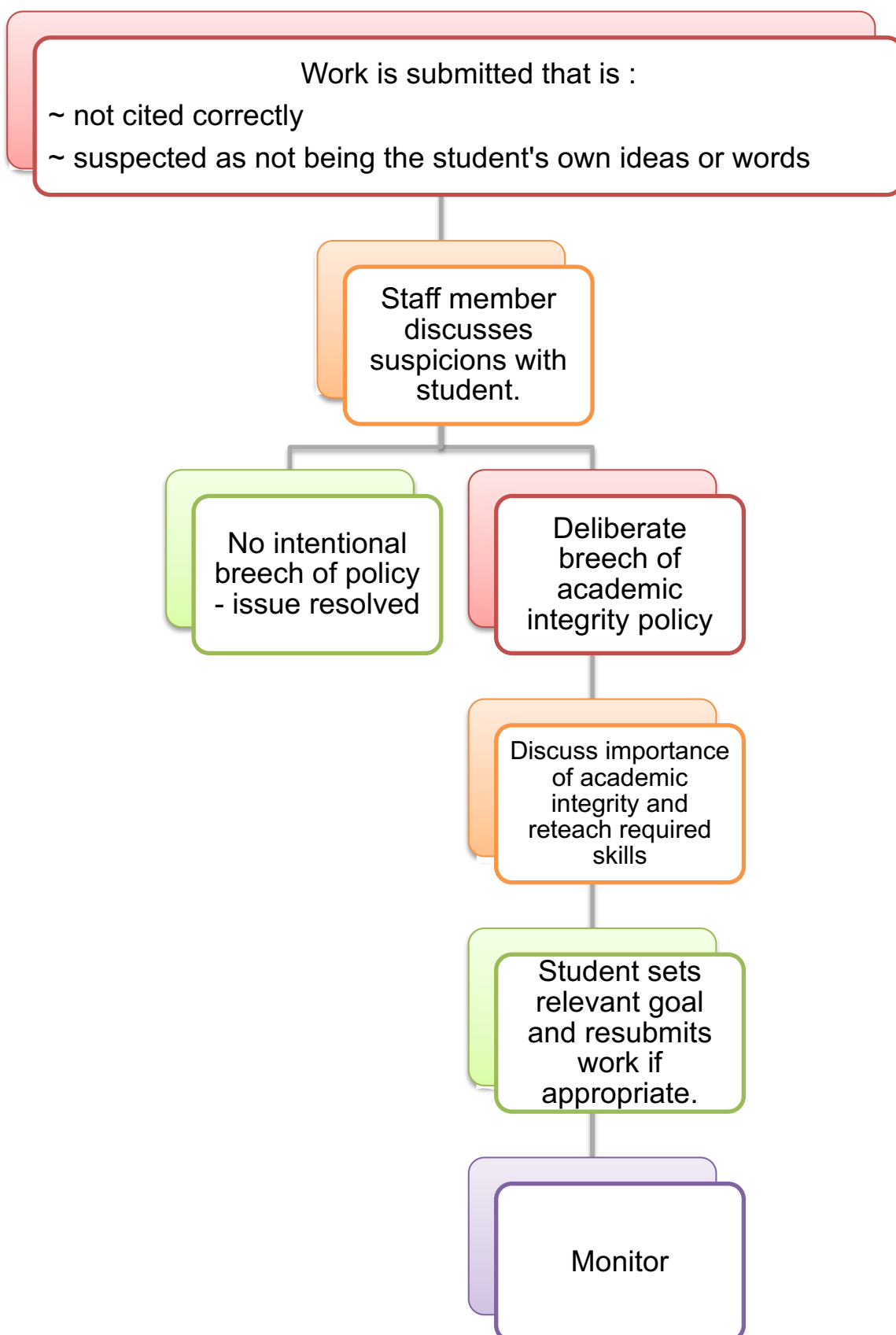
Developing Academic Integrity and Research Skills

In order to develop student capability in terms of academic integrity the following should be embedded within the learning opportunities and continually reviewed and built upon.

M = model – I do, we do D = develop – I do, we do, you do C = consolidate – I do, we do, you do P = proficient – I do, we do, you do	R	1	2	3	4	5	6
Honesty – intellectual property							
Cheating/copying or building on ideas	M	D	C	C	P	P	P
Collaborative and independent work	M	D	C	P	P	P	P
Work/ideas submitted is your own	M	D	D	C	C	P	P
Acknowledge and respect work and ideas of others	M	M	D	D	C	C	P
Avoiding Plagiarism							
Note taking							
Identify and use key word/fact fragments		M	D	D	C	C	P
Paraphrase- use keywords in own sentence		M	D	D	C	P	P
Summarise				M	D	C	P
Citing and referencing – Reference list/Bibliography							
Identify title and author	M	M	D	C	P	P	P
Construct a reference list/bibliography		M	D	D	C	C	P
Use SLASA online referencing generator – book, webpage and image				M	D	D	P
Properly use direct and indirect quotes						M	D
Sources of information							
Identify non-fiction texts	M	D	C	P	P	P	P
Identify features of non-fiction texts	M	M	D	D	C	P	P
Identify features of webpages			M	D	C	P	P
Primary and secondary sources				M	D	C	P
Bias/author's purpose			M	D	D	C	C
Examining photos for credibility				M	D	C	C
Fake news/hoax sites			M	D	D	C	C
Cross referencing – triangulating					M	D	C
Generic top level domains .net .org .com less reliable than .edu .gov					M	D	C
Internet search tools							
Size and colour			M	D	D	C	P
Time and usage rights						M	D

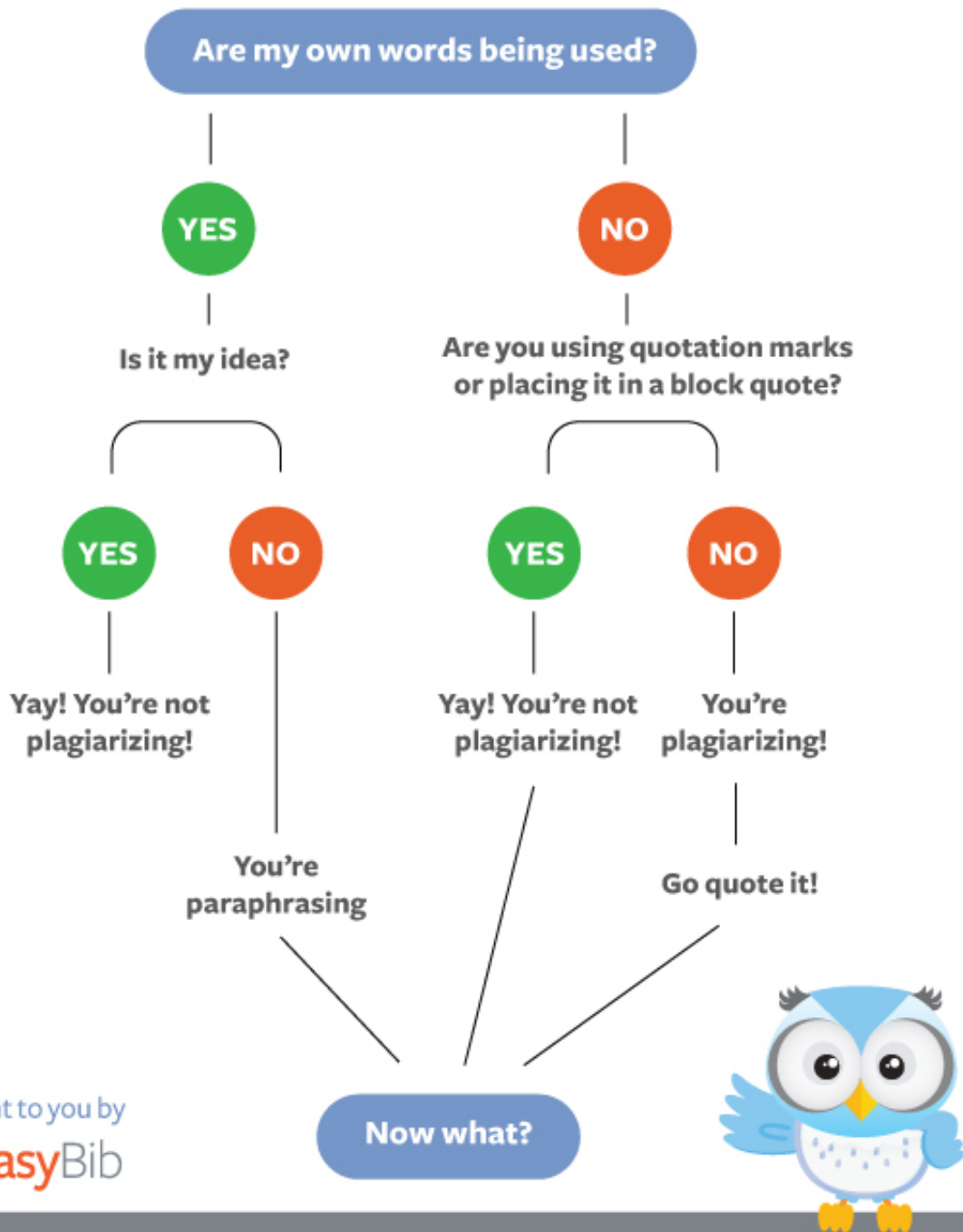
Appendix 2: Flow chart for transgressions

At Coromandel Valley Primary School, we believe that mistakes are an important part of learning and provide an opportunity to foster growth. Students are guided in all aspects of academic integrity, on an ongoing basis as part of their learning. In keeping with this, we offer students the opportunity to resubmit work to demonstrate new learning. It may take longer for some students to acquire these skills and this may be an ongoing process that some students need to work through repeatedly.



This image from EasyBib may be a useful reference.

A GENERAL GUIDE TO UNDERSTANDING WRITTEN PLAGIARISM



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ADD A CITATION AND BIBLIOGRAPHY!

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