



1

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

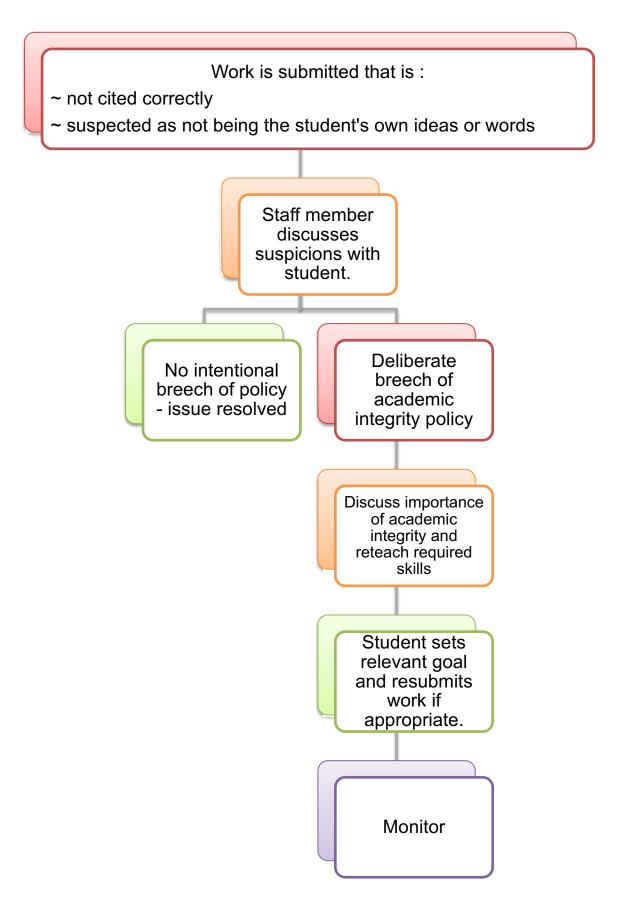
Appendix 1: Scope and Sequence CVPS Developing Academic Integrity and Research Skills

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.

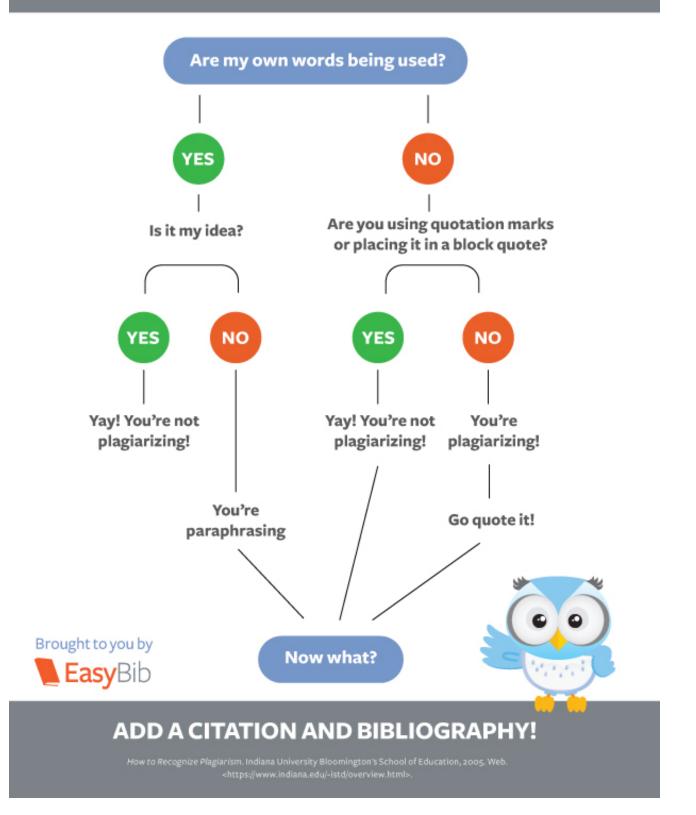
D = develop - I do, we do, you doR123456C = consolidate - I do, we do, you doPP = proficient - I do, we do, you doNDCCPPPHonesty - intellectual propertyCheating/copying or building on ideasMDCCPPPPCollaborative and independent workMDDCCPPPWork/ideas submitted is your ownMDDCCPPPAcknowledge and respect work and ideas of othersMMDDCCPPAvoiding PlagiarismNote takingIdentify and use key word/fact fragmentsMMDDCCPPSummariseMMDCPPPConstruct a reference list/BibliographyMMDDCCPPUse SLASA online referencing generator – book, webpage and inageMMDDCPPPIdentify fract fragmentsMMDDCCPPPConstruct a reference list/BibliographyMMDDCCPPPConstruct a referencing generator – book, webpage and inageMMD<		1	1	1		r –	1	
C = consolidate – I do, we do, you do N V V P = proficient – I do, we do, you do V V V Honesty – intellectual property V V V Chabing/copying or building on ideas M D C C P P P Collaborative and independent work M D D C C 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 C C P Acknowledge and respect work and ideas of others M M D C C P Acknowledge and respect work and ideas of others M M D C C P Acknowledge and respect work and ideas of others M M D C C P Acknowledge and respect work and ideas of others M M D C C P Identify and use key word/fact fragments M M D C C P	M = model – I do, we do							
P = proficient – I do, we do, you doImage: Section of the sectin of the section of the section of the			1	2	3	4	5	6
Honesty – intellectual propertyCheating/copying or building on ideasMDCCPPPCollaborative and independent workMDDCCPPPWork/ideas submitted is your ownMDDCCCPPPAcknowledge and respect work and ideas of othersMMDDCCCPAvoiding PlagiarismNote takingIdentify and use key word/fact fragmentsMMDDCCPParaphrase- use keywords in own sentenceMMDDCPPSummariseMMDCPPPCiting and referencing – Reference list/BibliographyMMDDCCPUse SLASA online referencing generator – book, webpage and imageMMDDCPPProperly use direct and indirect quotesMMDDCPPPIdentify features of non-fiction textsMMDDCPPPIdentify features of webpagesMMDDCPPPIdentify features of non-fiction textsMMDDCCPPIdentify features of non-fiction textsMMDDCCPPIdentify features of non-fiction textsM <td colspan="2"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
Cheating/copying or building on ideasMDCCPPPCollaborative and independent workMDCPPPPWork/ideas submitted is your ownMDDCCPPPAcknowledge and respect work and ideas of othersMMDDCCPPAcknowledge and respect work and ideas of othersMMDDCCPPAvoiding PlagiarismWVDDCCPPAvoiding PlagiarismMMDDCCPPParaphrase- use keywords in own sentenceMMDDCPPSummariseMMDDCPPPConstruct a reference list/bibliographyMMDDCCPUse SLASA online referencing generator – book, webpage and imageMMDDCPPProperly use direct and indirect quotesMMDCPPPIdentify features of non-fiction textsMMDCPPPIdentify features of non-fiction textsMMDCPPPIdentify features of non-fiction textsMMDCCPPPrimary and secondary sourcesMMDDCCP								
Collaborative and independent workMDCPPPPWork/ideas submitted is your ownMDDCCPPAcknowledge and respect work and ideas of othersMMDDCCPPAcknowledge and respect work and ideas of othersMMDDCCPPAvoiding Plagiarism					L	1		
Work/ideas submitted is your ownMDDCCPPAcknowledge and respect work and ideas of othersMMDDCCPAvoiding PlagiarismNote takingIdentify and use key word/fact fragmentsMMDDCCPParaphrase- use keywords in own sentenceMDDCPPSummariseMMDDCPPCiting and referencing – Reference list/BibliographyMMDDCPPConstruct a reference list/bibliographyMDDCCPPUse SLASA online referencing generator – book, webpage and imageMDDCCPPProperly use direct and indirect quotesMDDCPPPIdentify features of non-fiction textsMMDDCPPIdentify features of webpagesMMDDCPPPrimary and secondary sourcesMMDDCCPBias/author's purposeMMDDCCCExamining photos for credibilityMMDDCCCFrake news/hoax sitesMMDDCCCGeneric top level domains .net .org .com less reliable than .edu .govMDDCC <td colspan="2">Cheating/copying or building on ideas</td> <td>D</td> <td></td> <td>С</td> <td>Р</td> <td>Ρ</td> <td>Ρ</td>	Cheating/copying or building on ideas		D		С	Р	Ρ	Ρ
Acknowledge and respect work and ideas of othersMMDDCCCPAvoiding PlagiarismNote takingIdentify and use key word/fact fragmentsMDDCCPParaphrase- use keywords in own sentenceMDDCPPSummariseMMDCPPCiting and referencing – Reference list/BibliographyMMDCPPConstruct a reference list/bibliographyMDDCCPPUse SLASA online referencing generator – book, webpage and imageMDDCCPPProperly use direct and indirect quotesMDDCPPPSources of informationMDCPPPIdentify non-fiction textsMMDCPPPIdentify features of webpagesMMDCPPPIdentify features of webpagesMMDCPPPrimary and secondary sourcesMMDCCCEaxaming photos for credibilityMMDCCCFake news/hoax sitesMMDCCCGeneric top level domains .net .org .com less reliable than .edu .govMDCCInternet search toolsHHDCC<	Collaborative and independent work		D				Р	Ρ
Avoiding PlagiarismNote takingIdentify and use key word/fact fragmentsMDDCCPParaphrase- use keywords in own sentenceMDDCPPSummariseMMDCPPCiting and referencing – Reference list/BibliographyMDDCPPIdentify title and authorMMDDCCPPConstruct a reference list/bibliographyMDDCCPPUse SLASA online referencing generator – book, webpage and imageMDDDPPProperly use direct and indirect quotesMDCPPPSources of informationIdentify features of non-fiction textsMMDCPPIdentify features of webpagesMMDCPPPIdentify features of webpagesMMDCPPPrimary and secondary sourcesMMDCCCExamining photos for credibilityMMDCCCFake news/hoax sitesMMDCCCGeneric top level domains .net .org .com less reliable than .edu .govMDCCCInternet search toolsIdentify features toolsIdentify features functionIdentify features functionIdentify features functionIdentify feat	Work/ideas submitted is your own		D	D	С	С	Р	Ρ
Note takingIdentify and use key word/fact fragmentsMDDCCPParaphrase- use keywords in own sentenceMDDCPPSummariseMDCPPPCiting and referencing – Reference list/BibliographyMDCPPIdentify title and authorMMDCCPPConstruct a reference list/bibliographyMDDCCPPUse SLASA online referencing generator – book, webpage and imageMDDDDPProperly use direct and indirect quotesMDCPPPIdentify non-fiction textsMDCPPPIdentify features of non-fiction textsMMDDCPPIdentify features of webpagesMMDCPPPIdentify features of webpagesMMDCPPPrimary and secondary sourcesMMDCCPBias/author's purposeMMDDCCCFake news/hoax sitesMMDDCCGeneric top level domains .net .org .com less reliable than .edu .govMDCCInternet search toolsHHDCC	Acknowledge and respect work and ideas of others		М	D	D	С	С	Ρ
Identify and use key word/fact fragmentsMDDCCPParaphrase- use keywords in own sentenceMDDCPPSummariseMDCPPPCiting and referencing – Reference list/BibliographyMMDCPPIdentify title and authorMMDCPPPConstruct a reference list/bibliographyMDDCCPPUse SLASA online referencing generator – book, webpage and imageMDDCCPProperly use direct and indirect quotesIINDDCPPSources of informationIdentify features of non-fiction textsMMDCPPPIdentify features of webpagesMMDCPPPPPrimary and secondary sourcesMMDDCCPPBias/author's purposeMMDDCCCExamining photos for credibilityMMDDCCCFake news/hoax sitesMMDDCCCGeneric top level domains .net .org .com less reliable than .edu .govMDDCCInternet search toolsIdentify features of toolsIdentify featuresMDCCIdentify features of non-	Avoiding Plagiarism							
Paraphrase- use keywords in own sentenceMMDDCPPSummariseMMDCPPCiting and referencing – Reference list/BibliographyMMDCPPIdentify title and authorMMDCPPPConstruct a reference list/bibliographyMMDCCPPUse SLASA online referencing generator – book, webpage and imageMDDCCPProperly use direct and indirect quotesMDCPPPSources of informationMDCPPPIdentify features of mon-fiction textsMDDCPPIdentify features of webpagesMMDDCPPPrimary and secondary sourcesMMDDCCCExamining photos for credibilityMMDDCCCFake news/hoax sitesMMDDCCCGeneric top level domains .net .org .com less reliable than .edu .govMDDCCCInternet search toolsHHDCCCC	Note taking							
SummariseMMDCPCiting and referencing – Reference list/BibliographyMMDCPPIdentify title and authorMMDCCCPConstruct a reference list/bibliographyMDDCCCPUse SLASA online referencing generator – book, webpage and imageMDDCCPProperly use direct and indirect quotesMDCPPPSources of informationJVVMDDCPIdentify features of non-fiction textsMMDDCPPPIdentify features of webpagesMMDDCPPPrimary and secondary sourcesMMDDCCPBias/author's purposeMMDDCCCFake news/hoax sitesMMDDCCCGeneric top level domains .net .org .com less reliable than .edu .govMDDCCInternet search toolsHHDCFFC	Identify and use key word/fact fragments		М	D	D	С	С	Ρ
Citing and referencing – Reference list/BibliographyIdentify title and authorMMDCPPConstruct a reference list/bibliographyMDDCCPUse SLASA online referencing generator – book, webpage and imageMDDCCPProperly use direct and indirect quotesMDCPPPSources of informationSources of information textsMDCPPPIdentify features of non-fiction textsMMDCPPPIdentify features of webpagesMMDCPPPPrimary and secondary sourcesMMDCPPBias/author's purposeMMDCCCFake news/hoax sitesMMDDCCGeneric top level domains .net .org .com less reliable than .edu .govMDCCInternet search toolsHHDCC	Paraphrase- use keywords in own sentence		М	D	D	С	Р	Ρ
Identify title and authorMMDCPPConstruct a reference list/bibliographyMDDCCPUse SLASA online referencing generator – book, webpage and imageMDDCCPProperly use direct and indirect quotesMDCVMDDPSources of informationMDCPPPPIdentify non-fiction textsMDCPPPIdentify features of non-fiction textsMMDCPPIdentify features of webpagesMMDCPPPrimary and secondary sourcesMMDDCCPBias/author's purposeMMDDCCCExamining photos for credibilityMMDDCCCFake news/hoax sitesMMDDCCCGeneric top level domains .net .org .com less reliable thanMMDDCCInternet search toolsHHDCHDCC	Summarise				Μ	D	С	Ρ
Construct a reference list/bibliographyMDDCCPUse SLASA online referencing generator – book, webpage and imageMDDDPProperly use direct and indirect quotesMDCPPSources of informationMDCPPPIdentify non-fiction textsMDCPPPIdentify features of non-fiction textsMMDCPPIdentify features of webpagesMMDCPPPrimary and secondary sourcesMMDCPPBias/author's purposeMMDCCCExamining photos for credibilityMMDDCCGeneric top level domains .net .org .com less reliable thanMMDDCCInternet search toolsHHDCCC	Citing and referencing – Reference list/Bibliography							
Use SLASA online referencing generator – book, webpage and imageMDDPProperly use direct and indirect quotesMDCMDSources of informationMDCPPIdentify non-fiction textsMDCPPIdentify features of non-fiction textsMMDDCPIdentify features of webpagesMMDDCPPPrimary and secondary sourcesMMDCPPBias/author's purposeMMDCCCExamining photos for credibilityMDDCCFake news/hoax sitesMMDDCCGeneric top level domains .net .org .com less reliable thanMMDCCInternet search toolsHHDCC	Identify title and author	Μ	Μ	D	С	Р	Р	Ρ
imageImage	Construct a reference list/bibliography		Μ	D	D	С	С	Ρ
Properly use direct and indirect quotesMDMDSources of informationIdentify non-fiction textsMDCPPPIdentify features of non-fiction textsMMDDCPPIdentify features of webpagesMMDCPPPrimary and secondary sourcesMMDCPBias/author's purposeMMDCCExamining photos for credibilityMDCCFake news/hoax sitesMDDCCCross referencing – triangulatingMDCCGeneric top level domains .net .org .com less reliable thanMMDCInternet search toolsUVVVV	Use SLASA online referencing generator – book, webpage and				Μ	D	D	Ρ
Sources of informationIdentify non-fiction textsMDCPPPIdentify features of non-fiction textsMMDDCPPIdentify features of webpagesMMDCPPPrimary and secondary sourcesMMDCPBias/author's purposeMDCCPExamining photos for credibilityMDCCFake news/hoax sitesMDDCCCross referencing – triangulatingMDDCCGeneric top level domains .net .org .com less reliable thanMDCCInternet search toolsHHDCC	image							
Identify non-fiction textsMDCPPPIdentify features of non-fiction textsMMDDCPPIdentify features of webpagesMMDCPPIdentify features of webpagesMMDCPPPrimary and secondary sourcesMMDCPBias/author's purposeMMDDCCExamining photos for credibilityMMDDCCFake news/hoax sitesMMDDCCCross referencing – triangulatingMMDDCCGeneric top level domains .net .org .com less reliable thanMMMDCCInternet search toolsHHHHHHHH	Properly use direct and indirect quotes						Μ	D
Identify features of non-fiction textsMMDDCPIdentify features of webpagesMMDCPPPrimary and secondary sourcesMDCPPBias/author's purposeMDDCCPExamining photos for credibilityMDDCCCFake news/hoax sitesMDDCCCCross referencing – triangulatingMDDCCGeneric top level domains .net .org .com less reliable thanMMDCCInternet search toolsHHDCC	Sources of information							
Identify features of webpagesMDCPPrimary and secondary sourcesMDCPBias/author's purposeMDDCCExamining photos for credibilityMDCCFake news/hoax sitesMDCCCross referencing – triangulatingMDCCGeneric top level domains .net .org .com less reliable thanMMDC.edu .govInternet search toolsInternet search toolsInternet search toolsInternet search toolsInternet search tools	Identify non-fiction texts		D	С	Ρ	Ρ	Р	Ρ
Primary and secondary sourcesMDCPBias/author's purposeMDDCCExamining photos for credibilityMDCCFake news/hoax sitesMDDCCCross referencing – triangulatingMDDCCGeneric top level domains .net .org .com less reliable thanMDDC.edu .govInternet search toolsInternet search toolsInternet search toolsInternet search toolsInternet search tools	Identify features of non-fiction texts		Μ	D	D	С	Р	Ρ
Bias/author's purposeMDDCCExamining photos for credibilityMDCCFake news/hoax sitesMDCCCross referencing – triangulatingMDCCGeneric top level domains .net .org .com less reliable thanMDCC.edu .govHDCC	Identify features of webpages			Μ	D	С	Р	Ρ
Examining photos for credibilityMDCCExamining photos for credibilityMDCCFake news/hoax sitesMDDCCCross referencing – triangulatingMDCCGeneric top level domains .net .org .com less reliable thanMDC.edu .govHDCInternet search toolsHHH	Primary and secondary sources				Μ	D	С	Ρ
Fake news/hoax sitesMDDCCCross referencing – triangulatingIMDCGeneric top level domains .net .org .com less reliable than .edu .govMDCInternet search toolsIII	Bias/author's purpose			Μ	D	D	С	С
Cross referencing – triangulating M D C Generic top level domains .net .org .com less reliable than .edu .gov M D C Internet search tools V V V V	Examining photos for credibility				Μ	D	С	С
Generic top level domains .net .org .com less reliable than .edu .gov M D C Internet search tools V V V	Fake news/hoax sites			Μ	D	D	С	С
.edu .gov Internet search tools	Cross referencing – triangulating					Μ	D	С
.edu .gov Internet search tools						М	D	С
	.edu .gov							
	Internet search tools				•	•		
Size and colour M D D C P	Size and colour			М	D	D	С	Ρ
Time and usage rights M D							Μ	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.



A GENERAL GUIDE TO UNDERSTANDING WRITTEN PLAGIARISM



Reference List

A general guide to understanding written plagiarism 2012, Flow chart, EasyBib, viewed 18 June 2020, <u>https://www.easybib.com/guides/students/research-guide/what-is-plagiarism/</u>

Blackwood Partnership, 2018, *Blackwood Partnership Academic Honesty Policy - 2018*, Word, Blackwood Partnership, Adelaide

Easybib, n.d., *What is Plagiarism? A Guide to Catching and Fixing Plagiarism*, viewed 18 June 2020, <u>https://www.easybib.com/guides/students/research-guide/what-is-plagiarism/</u>

International Baccalaureate Organization, 2014, *Academic honesty in the IB educational context*, PDF, viewed 18 June 2020, <u>https://www.ibo.org/globalassets/digital-toolkit/brochures/academic-honesty-ib-en.pdf</u>

International Baccalaureate Organization, 2019, *Academic integrity*, PDF, viewed 18 June 2020, <u>https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf</u>

Morris, K 2020, *Helping teachers create digitally literate global citizens*, viewed 18 June 2020, http://www.kathleenamorris.com/2018/02/23/research-filter/

Turnitin 2019, *3 Ways Academic Integrity Can Start in Primary School*, viewed 18 June 2020, https://www.turnitin.com/blog/3-ways-academic-integrity-can-start-in-primary-school