

MELBOURNE HIGH SCHOOL

ACADEMIC AND INTELLECTUAL INTEGRITY POLICY AND CODE

Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 98260711 or at mhs@mhs.vic.edu.au

PURPOSE

The purpose of the Academic and Intellectual Integrity Code/Policy is to provide the Melbourne High School Learning Community with a framework that communicates the expectations about values, responsibilities and behaviours related to learning and growth of knowledge.

The Melbourne High School motto 'Honour the Work' impels our learning community to engage with intellectual honesty and personal integrity in all academic and intellectual pursuits.

Adherence to the principles and practice of Academic and Intellectual Integrity with or without the presence of others, will:

- x create a fair learning environment
- x support intellectual growth
- x affirm the value of learning for the sake of learning.

- x representing your own work honestly and accurately
- x collaborating with other students as instructed and approved
- x reporting any breach of academic integrity to a member of the Melbourne High School Teaching or Wellbeing team

Be aware of and observe subject specific guidelines for Academic Integrity and the consequences for breaching the guidelines.

Report known or suspected breaches of academic integrity to class teacher, faculty head and SLC.

Parent

Read and know the Melbourne High School Academic and Intellectual Integrity Code/Policy.

Endorse and reinforce the Melbourne High School Academic and Intellectual Integrity Code/Policy by supporting their child with their school work but not completing it for them.

Support the application of consequences if student is found to be in breach of policy guidelines.

Teache

Read and know the Melbourne High School Academic and Intellectual Integrity Code/Policy.

Provide clear expectations for students by referring directly both verbally and in writing, to the Melbourne High School Academic and Intellectual Integrity Code/Pol

Actively and regularly review and monitor student work for consistency with the policy.

Remind students of the consequences for non-compliance with the policy.

Report non-compliance to Faculty Head or Subject Coordinator and Student Learning Coordinator.

Provide clear information about when students are permitted to discuss the assessment task after its completion.

MELBOURNE HIGH SCHOOL ASSESSMENT GUIDELINES

Melbourne High School sets down six general rules that all students in Years 9, 10, 11 and 12 must observe when preparing work for assessment. These rules apply to all examinations, tests, assessment tasks, homework tasks, VCE School Assessed Coursework and VCE Course Assessed Tasks and VCE School Assessed Tasks.

They are:

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely their own.
2. A student must acknowledge all resources used, including:
 - x Texts, media material, visual material, websites and any other source material that is the intellectual property of another person or organisation.

4. A student must not submit the same piece of work for assessment in more than one subject.
5. A student who knowingly assists other students in a breach of rules may be penalised.
6. A student must observe the examination and test conditions that apply to each subject; anything outside these conditions constitutes cheating.

NONCOMPLIANCE

The class teacher will use their professional judgement to determine whether a student has breached the Melbourne High School Academic and Intellectual Integrity Code/Policy. Should a student be found to be in breach of the Melbourne High School Assessment Guidelines, the appropriate processes and penalties will apply, as set out below:

At Years 9-12

The class teacher must report a suspected breach of Melbourne High School Assessment Guidelines to the appropriate Student Learning Coordinator. The Student Learning Coordinator, or in serious cases, the Assistant Principal or Principal shall determine which of the following penalties shall be imposed.

If the student is found to be in breach of Melbourne High School Assessment Guidelines, the offence will be recorded on their MHS student record. Furthermore, the following apply

1ST OFFENCE

1. Meeting with Class Teacher, Teacher Librarian and Student Learning Coordinator
2.
 - i. Work that infringes the guidelines will not be accepted
 - ii. Decision to award the outcome **N (not satisfactory)** or **S (satisfactory)**
 - iii.

POLICY REVIEW AND APPROVAL

Policy last reviewed	2021
Approved by	Principal
Next scheduled review date	08/2024