

**Julia Gillard Community College  
Policy and Procedure**

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Policy name	<b>School Plagiarism, Cheating and Collusion Policy and Procedure</b>
Responsible person	Principal
Staff involved	Assistant Principal, Teachers
Review dates	Accepted: 13 Sept 2024 Review Date: Semester 2, 2025

### **1. Introduction**

Julia Gillard Community College (**the School**) is committed to upholding standards of educational integrity and honesty.

Plagiarism, cheating or collusion in any form is unacceptable and will be treated seriously by the School.

This policy has been developed to provide students with information, standards, and guidelines to address cheating, including plagiarism.

### **2. Scope**

The Policy & Procedure applies to all students.

This Policy and Procedure should be read in conjunction with the *Assessment & Reporting Policy & Procedure*.

### **3. Definitions**

**Plagiarism:** To take and use another person's ideas and / or manner of expressing the ideas and to pass the ideas off as one's own by failing to give appropriate acknowledgement. This includes material from any source, staff, students, or the internet – published and un-published works.

**Cheating:** Seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed for assessment.

**Collusion:** Unauthorised collaboration on assessable work with another person or persons.

**Source:** The source is the body of work used by the student to complete a task. The source should be acknowledged or referenced by the student. If a source

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needs to be referenced, the trainer of the course should indicate how the referencing is to be done.

### **4. Policy Statement and Context**

Students of Julia Gillard Community College have a responsibility to accept and follow the conditions of this policy and the *Student Code of Conduct*.

Staff of the School have a duty to ensure they gain the necessary understanding to minimise incidences of plagiarism, cheating and collusion.

Students will be advised at the enrolment interview about the *School Plagiarism, Cheating and Collusion Policy* and reminded by their teacher during scheduled classes. Students are also given a copy at enrolment.

For the purpose of assessment, the School requires students to complete and submit work that is their own. Teachers may ask students to demonstrate their understanding of submitted work. Breaches of authentication rules are addressed promptly according to VCAA guidelines and School policies and procedures. Refer to the *School Assessing & Reporting Policy & Procedure*. Students attest to this by signing a *Student Assessment Declaration* during the enrolment process. The signed document is retained in the student's file. Students may also be asked to attest to this by signing a declaration on an assessment task cover sheet.

### **5. Student responsibilities**

Students are responsible for:

- being familiar with this policy & procedure that is received at enrolment;
- acknowledging intellectual material used by them;
- submitting work that is their own; and,
- taking all reasonable steps to ensure that their work cannot be accessed by others.

### **6. Artificial Intelligence (AI)**

Intelligence is perceiving, synthesising and inferring information and is a key aspect of academic learning.

Artificial Intelligence (AI) is the above functions performed by machines, as opposed to being displayed by non-human animals and humans.

AI applications now include generative and creative tools for knowledge representation. Software applications now enable students to pose questions or topics for which the application researches and provides a response.

The School accepts that students can learn via such technology. However, such technology should not be the sole source of student attempts at assessment activities.

Where they see fit, a teacher/trainer has the right to instruct their students not to use AI and/or make it a condition that AI is restricted from being utilised/used in any form for any or all tasks/assessments/activities that they deliver. A failure for the student to

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comply with such instructions will be seen as an act of plagiarism and, therefore, steps 1 to 13 of this policy and procedure apply.

Where students do use products (such as ChatGPT, Bing Chat or Google Bard) to generate content, they should declare this, just as they would cite, reference, or acknowledge other sources in their work.

#### **Procedures**

1. School staff are responsible for ensuring students are aware of this policy and its implications. This includes outlining clear expectations around when it is suitable to collaborate on work and when it is not, particularly when assessment activity is taking place. It also includes informing students of appropriate use and acknowledgement of intellectual property and material relevant to their course, if applicable.
2. Teachers should design assessment tasks that minimise the possibility for students to plagiarise, cheat or collude with others.
3. Teachers who suspect that plagiarism has occurred must produce evidence (through identifying the source) to support their allegation. The Assistant Principal must decide whether they believe that plagiarism was likely to have been intentional or unintentional.
4. A student found to have plagiarised, cheated, or colluded will be provided with the opportunity to respond.
5. If the student is unable to provide a satisfactory explanation of the correspondence between the student's work and the sources identified by the staff member, the School may infer that plagiarism was done with intention to cheat.
6. If the failure to acknowledge the ideas of others was not intentional, the only offence the student has committed is the misdemeanour of failing to reference a source correctly. In this case, especially if a first offence, the matter will be resolved via a verbal warning only.
7. If the Assistant Principal is reasonably satisfied that the plagiarism, cheating or collusion was, more likely than not, done with the intention to obtain an unfair advantage in assessment, the matter must be documented, in writing, and included on the student's file.
8. School staff will actively take steps to detect plagiarism, collusion or cheating which may include the use of electronic or manual methods of detection.
9. If an act of plagiarism, cheating or collusion is found to be considered deliberate, then the School, maintains the right to take disciplinary action against the student(s) involved.

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10. Disciplinary action may include the disallowance of the assessment and a verbal warning being issued to the student. The student would also need to re-do the assessment, preferably in a supervised arena.
11. If a subsequent occurrence of plagiarism, cheating or collusion is committed, the School may issue a written warning.
12. A register will be maintained by the Principal, which will record the outcomes of an accusation of plagiarism, cheating or collusion. The outcomes will also be recorded in the student's file.
13. Any further action by either party must be taken in accordance with the *School Complaints and Appeals Policy and Procedure*.

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### **Related documents**

**Policies:** School Assessment & Reporting Policy & Procedures, School Discipline Policy & Procedure, School Enrolment Policy & Procedures, School Complaints & Appeals Policy & Procedure.

**Other:** Student Code of Conduct, Guidelines to the Minimum Standards and Requirements for School Registration.