



Intellectual Property and Plagiarism

Rationale:

Kambrya College recognizes the importance of respecting intellectual property and values highly academic honesty and this extends to work submitted for assessment. Kambrya College insists that the intellectual property of its staff and students is recognized. Kambrya College endeavors to make students aware that academic dishonesty is treated as a very serious matter.

Intellectual Property:

Whilst acknowledging Kambrya College's intent to share ideas, curriculum and resources with the wider Educational Community, Kambrya College insists that:

- Individuals and organizations must seek permission before accessing, for professional use, Kambrya College curriculum documents or related resources (other than those provided by Kambrya College for that purpose).
- Curriculum and resources created by Kambrya College staff must be acknowledged as such when used outside of the College.
- Individuals and organizations must seek permission before accessing, for professional use, Kambrya College student work (other than those provided by Kambrya College for that purpose).
- Kambrya College student work must be acknowledged as such when used outside of the College.

Academic Honesty:

- Kambrya College will provide information to students regarding the rules for acknowledging source material based on standard practice (regarding such areas as footnotes and bibliographies); research writing techniques; data gathering techniques; and the planning, preparation and execution of research writing assignments.
- Students must adhere to the relevant VCAA requirements.
- Students should seek information from their teachers regarding what external assistance/support is permissible for any given task.
- Students must ensure that all unacknowledged work submitted for assessment is genuinely his/her own.
- Students must not receive undue assistance from any person in the preparation and submission of work.
- Students must acknowledge all resources used including:
 - Websites and source material
 - The name/s and status of any person/s who provided assistance and the type of assistance provided.

Acceptable levels of assistance include:

- The incorporation of ideas or material derived from other sources (e.g. by reading, viewing or note taking), but which has been transformed by the student and used in a new context.
- Prompting or general advice from another person or source which leads to refinements and/or self- correction.

Unacceptable forms of assistance include:

- Use of, or copying of, another person's work or other resources without acknowledgment.
- Corrections or improvements made or dictated by another person.

Plagiarism definition-

'Plagiarism is a type of misconduct that, in some cases, may also give rise to copyright infringement. Plagiarism occurs where a student uses someone else's ideas or words in their work and pretends they are their own. If the student has used a lot of someone else's words without that person's permission, copyright infringement may also occur'.

More information is available at:

<http://www.smartcopying.edu.au/information-sheets/schools/students-and-copyright>

What is Plagiarism?

Plagiarism is intellectual theft. In the adult world there are serious legal consequences for this behaviour. At a school level, it is a form of cheating. Both Kambrya College and VCAA have strict guidelines about the penalties that will be incurred when students are deemed to be cheating.

The following are considered to be plagiarism	Strategies to avoid plagiarism
<ul style="list-style-type: none"> • Copying out part/s of a document or image and presenting it as your own. • Copying text or images straight from the internet or another source. • Summarising somebody else's work without acknowledgement of the source. • Submitting a group assignment or another student's work as your own. • Sharing information on a test, homework, project or other assessment pieces. • Passing on or receiving test answers. • Let someone else complete the work for you. • Knowingly allow others to copy your work. 	<ul style="list-style-type: none"> • Acknowledging your sources: statistics, facts & expert opinions strengthen your research, but they must be referenced. • Having a clear understanding of referencing conventions. • Developing efficient and effective note taking strategies. • Making sure you are organised with good time management skills to have enough time for referencing and proof reading. • Ensure you understand the task, by clarifying exactly what is required with your teacher and how to appropriately research your response.

Allegations of Plagiarism (Years 7-10 Mainstream)

For students in Years 7-10 (undertaking curriculum and assessment via Vic Vels), the College will undertake an internal investigation at the teacher or Sub-School level to determine validity, intent the seriousness of the breach. If the allegation has been determined to be accurate, then a consequence will be determined in communication with the parent and student.

Consequences Years 7-10

Each case of plagiarism will be assessed on an individual basis.

Considerations include	Steps to be applied when a violation occurs
<ul style="list-style-type: none"> • Nature of the offence. • Level of intent (intentional / non-intentional). • If this is a recurring issue circumstances related to the plagiarism. • Circumstances relating to the plagiarism. 	<ul style="list-style-type: none"> • Where appropriate the teacher will discuss the issue with the student(s). • The teacher will inform the relevant House Leaders who will meet with student and communicate with the parents. • The student is likely to receive a zero for the task. • The student will be asked to resubmit the task to show VicVELs standard but may not receive written feedback or a grade (will be based on the nature of the plagiarism). • Student will be required to complete the work in their own time through either a lunchtime or after school detention. • Following discussion with the House Leader, further support will be provided for issues relating to wellbeing, learning and/or organisation.

Allegations of Plagiarism- breaching VCAA School-based Assessment rules (Years 7-10 Mainstream)

For students in Years 10-12 (undertaking curriculum and assessment via VCE / VCAL), the College will undertake a preliminary investigation, involving the subject teacher, Later Years Coordinator and if required, an Assistant Principal. If substance to the allegation has been determined, then the College will follow VCAA guidelines on alleged breaches to VCAA school-based Assessment rules. Upon completion, a consequence will be determined in communication with the parent and student.

Consequences VCE

- The SAC / SAT will not be assessed.
- The student will be given a zero grade for the SAC / SAT (both Unit 1/2 and 3/4). The student will run the risk of receiving an N for the VCE Unit unless they are able to demonstrate achievement of the outcome by other means of assessment.
- Students who plagiarise a SAC / SAT, once given a zero grade, will not be given an opportunity to redeem their SAC / SAT performance.

Expectations of Parents and Guardians

- Support and reinforce Kambrya's *Intellectual Property and Plagiarism* policy.
- Support their child without completing the work for them.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

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Approved by Kambrya College School Council	May 2018
Responsible for Review	Paul Looker- Assistant Principal
Next Review Date	May 2021