

# Academic Integrity (IB PYP) Policy

## Overview

As employees of the public sector, all Department staff working in government schools and offices are required to demonstrate the Public Sector Values in accordance with the binding Code of Conduct for Victorian Public Sector Employees. At Mount View Primary School – IB PYP World School – the school also acknowledges and integrates Academic Integrity.

*'Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work. Academic integrity should also be part of an "ethical culture" of any educational institution, be that a primary school or a university. It is an obligation which must be embraced and fostered by the entire school community, so students continue their future life, whether in higher education or in the workplace, in strict adherence to this principle.'* (IB org – Academic Integrity 2017)

## Expectations

*'All IB community members, including students, should aim to achieve and develop the IB learner profile attributes. From a young age, IB students are expected to be able to distinguish between what is right and what is wrong. In the context of academic integrity, one of the most important attributes is to be "principled" and all students participating in IB programmes are expected to act honestly, responsibly and ethically.*

*To achieve this, students regardless of age, need support from the entire school community; specifically, from the program coordinator and their teachers, but also from their parents or legal guardians. A supportive environment will encourage students to understand the importance of academic integrity and the role that this principle has in IB education. Appropriate to their age, students should receive support to learn how to act if they witness an incident that goes against this principle; for example, they should know who to refer to if they have doubts concerning academic integrity.*

*When completing schoolwork, students must also adhere to the subject guidelines, rules and regulations, always acknowledging the sources of information that were used and the help they have received from third parties during the process. In collaborative projects, they must exhibit a balanced behaviour recognizing the collaboration of other team members and granting fair recognition to their own participation.'* (IB org. – Academic Integrity, 2017)

Mount View Primary School and the Department of Education and Training have adopted the public sector values which are set out in the Code of Conduct for Victorian Public Sector Employees. They are:

- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect
- Leadership
- Human Rights

The Department and the Mount View Primary School Values underpin how we interact with colleagues, learners and families, members of the community, suppliers and government.

# Academic Integrity (IB PYP) Policy

## **The Public Sector Values**

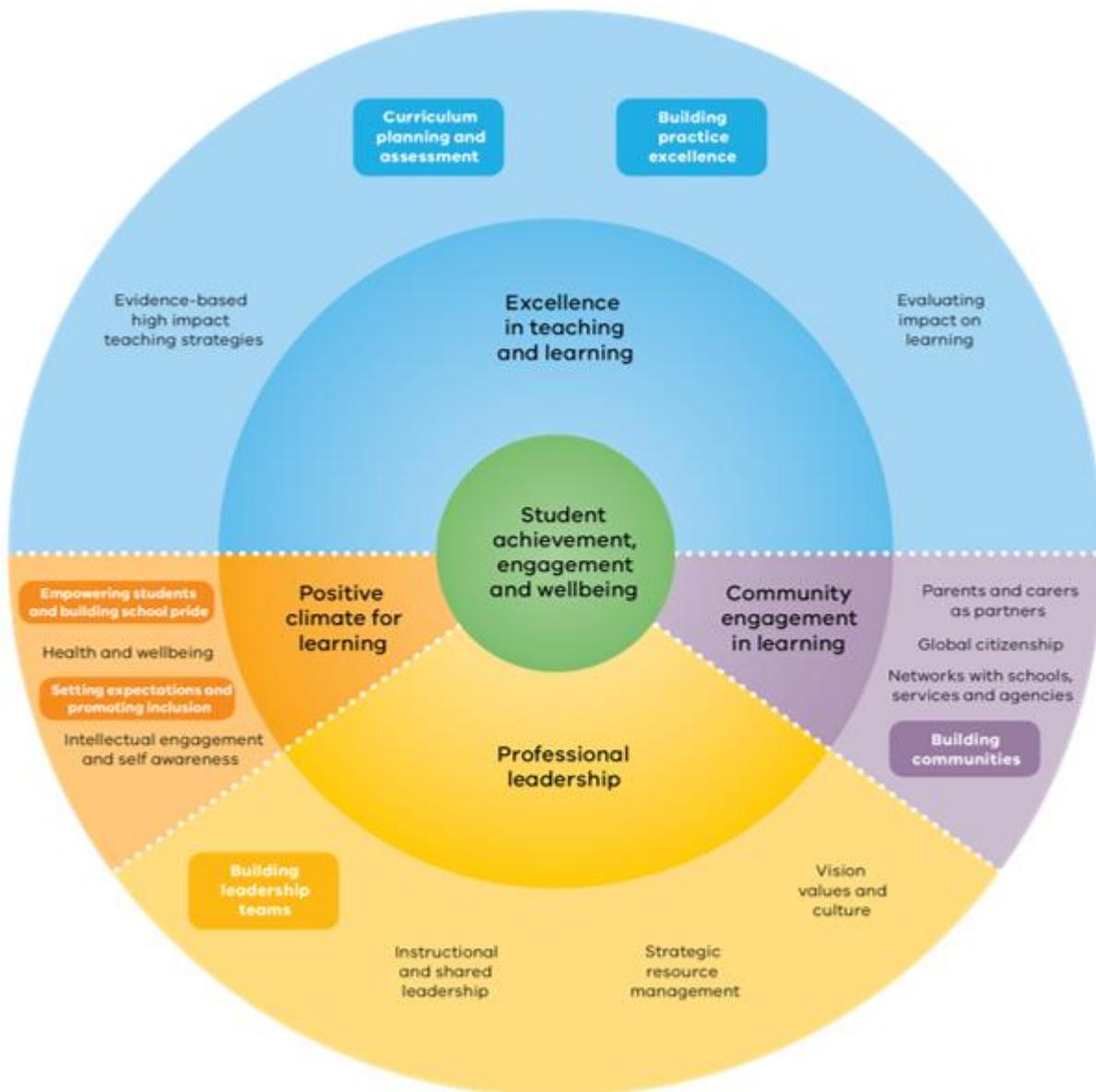
The Public Administration Act 2004 establishes values to guide conduct and performance in the Victorian Public Sector. The values and the Code of Conduct based on the values provide the foundation of the integrity and accountability framework for all public sector employees. Values define what is important to an organisation and how things will be done. In the Victorian public sector, they underpin an employee's interaction with the government, community, suppliers and other employees.

- Values set expected behaviours
- Values provide guiding principles
- Values-driven behaviours increase trust and confidence in our work
- Values-driven behaviours strengthen our capabilities and improves outcomes

## **Values Alignment with the Framework for Improving Student Outcomes (FISO)**

FISO is an evidence-based model that helps schools implement and embed their strategic planning within an effective, continuous improvement cycle. Under the statewide priority of Professional Leadership is the dimension vision, values and culture. Through this dimension schools articulate to the whole school community their vision, values, culture, and desired future achievements for student improvement. Values describe the behaviours that strengthen the capacity of school staff to achieve FISO objectives.

# Academic Integrity (IB PYP) Policy



## Model for Ethical Decision Making

### Recognise the nature of the issue

- Are you aware of all the ethical components of the situation?
- Consider more than just legal or business concerns

### Get the facts

- Take time to get all of the relevant information - most people make the wrong decision when under time pressure or in the absence of all the facts

### Evaluate alternative actions

- Know what behaviour is expected of you
- Consider a range of possible options - not just what you've always done, or what everyone else does
- Consult with others

### Make a decision

- Choose an option that respects the rights of everyone who has a stake

## Academic Integrity (IB PYP) Policy

- Ensure you can realistically act on your choice and that you have the legal authority to make this decision

### Test it

- Before acting, test your choice against the code of conduct and our values, the public interest and other expected standards
- Check whether safety is at risk and whether the action complies with law and policies

### Act

- Carry out your action, ensuring you do so with attention to the concerns of everyone who will be affected by it
- Record your action and rationale

### Reflect on the outcome

- Was the outcome what you intended?
- Would you do anything differently next time?
- Were there unexpected consequences?

## Values

### **Responsiveness**

#### Definition

Staff should demonstrate responsiveness by:

- Providing frank, impartial and timely advice
- Providing high quality services to the Victorian community
- Identifying and promoting best practice

#### Behaviours

- Care about the quality of our services and programs, and aim to be the best
- Strive to provide efficient and timely service, honest advice, and information based on all available facts
- Remain committed to ensuring that the public has a high-quality education system that gives opportunities for all
- Strive to make a difference and seek better ways to do our work
- Respond promptly and get our work done well
- Remain apolitical, ensuring we do not use our positions to support personal political preferences

### **Integrity**

#### Definition

Staff should demonstrate integrity by:

- Being honest, open and transparent in their dealings
- Using powers responsibly
- Reporting improper conduct
- Avoiding any real or apparent conflicts of interest
- Striving to earn and sustain public trust of a high level

#### Behaviours

- Spend money wisely for its intended purpose
- Ask questions, raise issues, speak up and report unethical behaviour and misconduct
- Avoid or manage potential or perceived conflicts of interest
- Carry out our work safely and avoid conduct that puts ourselves or others at risk

# Academic Integrity (IB PYP) Policy

- Deliver on our promises and avoid conduct in our work or personal lives that may diminish the public's trust
- Act honestly, openly and consultatively in the performance of our work and use our positions fairly and responsibly

## Impartiality

### Definition

Staff should demonstrate impartiality by:

- Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest
- Acting fairly by objectively considering all relevant facts and fair criteria
- Implementing Government policies and programs equitably

### Behaviours

- Make decisions based on the best available facts, evidence, information and arguments
- Provide clear and proper reasons for the decisions we make
- Act fairly, consistently, objectively and with equality (in all our interactions and actions)
- Avoid being influenced by offers of gifts, benefits or hospitality and adhere to DET policy
- Follow agreed processes and manage issues consistently, fairly and in a timely manner

## Accountability

### Definition

Staff should demonstrate accountability by:

- Working to clear objectives in a transparent manner
- Accepting responsibility for their decisions and actions
- Seeking to achieve best use of resources
- Submitting themselves to appropriate scrutiny

### Behaviours

- Use work resources responsibly and appropriately
- Engage genuinely with the community
- Use, share and disclose information as intended
- Consider and accept the consequences of our actions and own our decisions
- Know what we need to do in our work and take responsibility to achieve it
- Act and make lawful and transparent decisions within our level of authority

## Respect

### Definition

Staff should demonstrate respect for colleagues, other public officials and members of the Victorian community by:

- Treating them fairly and objectively
- Ensuring freedom from discrimination, harassment and bullying
- Using their views to improve outcomes on an ongoing basis

### Behaviours

- Treat everyone in a considerate, fair and courteous manner
- Maintain confidentiality and treat private information properly

# Academic Integrity (IB PYP) Policy

- Recognise the achievements of others share team success
- Listen and encourage everyone to explain ideas and ensure that everyone has the right tools to do their work
- Collaborate and engage constructively with each other working towards a common goal

## Leadership

### Definition

Staff should demonstrate leadership by:

- Actively implementing, promoting and supporting these values

### Behaviours

- Act in a genuine and authentic way, modelling DET's Values and support others to do so
- Walk the talk and match our actions with our words - others can rely on us to do as we promise
- Promote frank and honest discussions and have courage to challenge the status quo
- Acknowledge the great ideas of others that improve the way we work
- Help others to be accountable for their actions, decisions and their own development
- Make choices and take actions that promote a safe working environment for everyone

## Human Rights

### Definition

Staff should respect and promote the rights set out in the Charter of Human Rights and Responsibilities by:

- Making decisions and providing advice consistent with human rights
- Actively implementing, promoting and supporting human rights

### Behaviours

- Are inclusive and embrace equal rights for all
- Make sure everyone can be involved, regardless of their circumstances, background, or personal preferences
- Respect the rights of others
- Report any suspected breaches of human rights
- Promote the Charter of Human Rights in all our interactions and activities, with our colleagues, our students, our parents and in our communities

## **Acknowledgements and References**

Mount View Primary School's Academic Integrity Policy acknowledges and refers to the intellectual property of:

- International Baccalaureate – *Academic Policy 2017* documentation and resources
- Department of Education and Training, Victoria – *Public Sectors Values, Framework for Improving Students Outcomes, 2021*