

Academic Integrity Policy

Student Version



Why Do We Have This Policy?

At Launceston College, we take academic integrity seriously and are committed to maintaining a culture of academic honesty and integrity. All members of the college community are expected to uphold the highest standards of academic integrity in all aspects of their work, including coursework, research and other academic activities.

What is academic integrity?

Academic integrity is when you act with the principles of honesty, trust, fairness, respect and responsibility when undertaking your studies and submitting course work for assessment.

An attempt to unfairly gain academic advantage is a breach of academic integrity and is often referred to as 'academic dishonesty' or 'academic misconduct'. A breach of academic integrity also includes cheating, or helping someone cheat, either intentionally or unintentionally.

Actions that compromise academic integrity*:

Copying	Using the same (or similar) words, ideas, or images from a source of information without appropriately referencing or using in quotation marks.
Collusion	Unpermitted engagement with other people to complete work that is intended to be independent.
Contract cheating	Having another person complete all, or some, of one's work and submitting it as one's own. This also includes the offer of, and accepting of, bribes.
Inappropriate referencing	Incorrectly, or entirely not, citing the source of information or image. This includes fabricating sources of citations.
Plagiarism	Fraudulently passing off someone else's work as one's own without crediting the source. This includes the use of artificial intelligence tools (e.g. ChatGPT, Microsoft Copilot) to generate ideas, text, or responses that are then submitted as your own work without correct crediting or teacher permission.
Recycling	Involves the author reusing previously submitted work without acknowledging it.
Inappropriate paraphrasing	Rearranging or changing words from a source of information while retaining the same idea and not crediting the original source.

What are my responsibilities as a student?

- **Know the Policies:** I will read and follow the Launceston College Academic Integrity Policy along with the [TASC Academic Integrity Guide and Procedures](#).
- **Engage Actively:** I will take part in lessons and online courses to understand the standards of academic integrity.
- **Ask Questions:** I will ask my teacher if I have any doubts or need clarification about academic integrity.
- **Work Independently:** I will complete all assignments, exams, and projects using my own work.
- **Give Credit:** When I use someone else's ideas or words, I will clearly show what is borrowed and properly reference the source.
- **Use AI Responsibly:** I will only use AI tools (like ChatGPT or Microsoft Copilot) when my teacher has clearly said it's allowed. If I do use them, I will explain how the AI helped (e.g. generating ideas or summarising research) and reference it using the required style for that subject.
- **Stay Honest:** I will avoid all forms of academic dishonesty, including cheating, plagiarism, fabrication, and falsification.
- **Respect Others' Work:** I will not copy or share another student's work, nor provide unauthorized help, and I will report any suspected dishonesty.
- **Accept Consequences:** I understand that breaking these rules may result in academic penalties or disciplinary actions.
- **Submit Declarations:** I will complete my [TASC Student Declaration Online Form](#) each year.

What will happen if I breach the Academic Integrity Policy?

Launceston College and TASC take breaches of this policy seriously. Cases of breaching the policy will be dealt with individually, on the merit of the case.

Level 1 Minor Breach	1. If copying, collusion, contract cheating, inappropriate referencing, plagiarism, recycling, or the unauthorised use of AI tools is suspected by a teacher, they will discuss the matter with the student and refer to the relevant guidelines, explaining the appropriate methods. 2. The teacher will offer the student the option to either resubmit the task or complete a similar task without incurring any penalties. 3. The teacher will then record the incident in the assessment records and in the Student Support Services (SSS) system.
Level 2 Serious Breach or Repeat Offences	1. The teacher will refer the breach to the AP, AST and of the Learning Area for assessment. 2. The subject teacher will complete Section A of the Academic Integrity Report. 3. The student's parents will be notified by the AST and invited to attend the meeting with the student. 4. After investigation, Section B of the Academic Integrity Report will be completed, and a penalty will be imposed, which could include resubmitting tasks, lowering of assessments, or even cancellation of a student's enrolment in that subject. 5. The student and parent will receive feedback regarding the breach. 6. The teacher will note the breach in the assessment records and the Student Support Services system (SSS).

Where do I go for additional information?

Please refer to the Subject Handbook specific to each subject you are studying. Additional information about [Academic Integrity](#) can be found on the TASC Website.

Taking Responsibility for Your Learning

- ✓ **Learn the Rules** – Read and understand what academic honesty means and how to cite your work.
- ✓ **Check Your Work** – Make sure you've given credit to all ideas and words that aren't yours.
- ✓ **Ask for Help** – If you're confused about what's allowed, talk to your teacher as soon as you can.