

School Procedures on Academic Malpractice Involving Generative Artificial Intelligence

Rationale: Academic honesty and integrity are core values of our school. As the use of Generative Artificial Intelligence (AI) becomes more prevalent in education, it is important that students understand their responsibilities when using AI tools for assessments.

Aim: This document outlines the guidelines for appropriate AI use in assessments and procedures for addressing academic malpractice in line with the NSW Department of Education (DoE) and the New South Wales Education Standards Authority (NESA) guidelines.

Academic malpractice refers to any action that compromises the integrity of assessments. This includes the unauthorised use of Generative AI technologies to produce work for class work and assessment tasks.

The NSW Department of Education and NESA emphasise the importance of maintaining academic integrity. While Generative AI can be a valuable educational tool, misusing it in assessments undermines the validity of student learning and evaluation.

Procedures for Investigating Suspected Malpractice

- **Reporting:** Staff members suspecting academic malpractice should report it to their Faculty Head Teacher.
- The Head Teacher, in conjunction with the reporting teacher, will collect relevant evidence, including the submitted work, assessment guidelines, and any other pertinent documentation.
- The student involved will be contacted for their input and perspective. The student will be offered a support person (parent/carer/teacher/support staff member) for this conversation.
- In the instance that a student disputes this incidence of malpractice, a review panel consisting of the Head Teacher, and a member of the senior executive will review the evidence and determine if malpractice occurred.

Years 7-10 Possible Consequences for Academic Malpractice

Confirmed cases of academic malpractice may result in:

- a warning for the first instance of misuse of AI
- a zero mark for the sections of the assessment task where malpractice has occurred

The consequence will depend on the severity of the malpractice and any previous incidents.

Years 11-12 Possible Consequences for Academic Malpractice

- a zero for the task where malpractice has occurred. If the assessment consists of sections, then a zero will be applied to the section where malpractice occurred.
- an N Warning for not completing the task
- students will revise the Malpractice section of *All My Own Work*
- the malpractice will be entered into the HSC Malpractice register
- the student may become ineligible for the Higher School Certificate (HSC).

Student Appeals Process

Students can appeal any decision regarding academic malpractice.

- The student must submit a written appeal to the school principal within 10 school days of receiving the decision.
- The principal will form an independent review panel, which may include a teacher not involved in the original investigation.
- The panel will review all evidence, including the student's appeal and evidence from the initial investigation.
- The principal will make the final decision in consideration of the panel's recommendations.

Conclusion

This policy aims to foster academic integrity and ensure all students adhere to ethical standards in their assessments. Ongoing education on the responsible use of AI, and other technologies, will be provided to prevent academic malpractice.

