

Plagiarism Policy

Rationale

Craigslea State High School is committed to the achievement of academic excellence and the fostering of civil and social responsibility in our students. Part of this process is recognising the intellectual property rights of others, and accepting that the act of plagiarism is academic dishonesty as well as an ethical offence which undermines a trusting educational environment and impedes students' personal growth and development. A student who plagiarises is dishonest with their teacher, their peers and themselves. Craigslea SHS wishes all students and parents to know that plagiarism is NOT acceptable behaviour at this school.

Policy

All students are expected to adhere to the highest standards of personal honesty and integrity in their work. Submissions to teachers must be original, or respect the intellectual contributions of others through correct referencing. Any violations of this policy will have serious consequences.

Definition of Plagiarism

Plagiarism is defined as stealing and passing off the ideas and words of another as one's own, when it actually comes from another source. This source may be written, oral or electronic, and includes copying/pasting from the Internet.

Examples of Plagiarism

You are plagiarising when you do any of the following, even if unintentionally:

- You hand in someone else's work (parent, friend, tutor) as your own.
- You copy another student's work (with or without their knowledge) and hand it in as you own.
- You produce assignments in conjunction with other people (e.g. another student, tutor) which is supposed to be your own independent work.
- You allow someone else to copy your work and hand it in.
- You paraphrase material from another source without proper acknowledgement or citation. This includes commentary in study aids like Brodie's Notes.
- You use plots, characters, theories, opinions, concepts, designs from other sources like short stories, novels, TV shows, films etc. and present them as original work without properly attributing them.
- **You piece together different sections of the work of others into a new whole i.e. "cutting and pasting", especially off the internet.**
- You fail to indicate with quotation marks that you copied another person's exact written words or symbols, regardless of how few were used.
- You fail to name a person whose exact words you use in an oral report, or to indicate by verbal inflection that you are quoting
- You fail to provide a Bibliography for a project that requires research.
- You buy or obtain a paper from an internet research service or 'paper mill' and hand it in as your own original work.

How to Avoid Plagiarism

Sometimes students don't realise they are plagiarising, or they don't know how to avoid it. Here are some techniques to help:

- Learn how to manage your time so you don't panic at the end and feel plagiarism is the only alternative.
- Learn the 6 steps of the Information Process (Defining, Locating, Selecting, Organising, Presenting and Evaluating) to break down your assignment into manageable segments.
- Don't allow others to copy your work, as you will be an 'accessory to the crime' and penalised as well.
- Don't hand in someone else's work as your own - ever.
- Learn Craigslea SHS's accepted method of referencing and constructing bibliographies, the accepted method at Craigslea SHS is the Harvard Method. Be aware of Australian copyright guidelines.
- "*Mechanics of Presentation*" is available from the following file path: common/Mechanics of Presentation.pdf
- When taking notes from any source, always copy the bibliographic information immediately so you can easily acknowledge this when writing the assignment later.
- When you write a quotation in your notes, make sure it has quotation marks around it, so you can later realise it's a quote and not your own words.
- Separate your ideas from others' as you are taking notes. Some use brackets or different coloured pens to separate their comments from the author's words.
- Learn how to legally paraphrase. Look up note taking methods. Use a thesaurus.
- Learn how to effectively synthesize information into something that is your own work. There are many excellent writing sites on the web. Try these:

Consequences of Plagiarism

If a teacher reasonably believes, based upon significant evidence, that a student has been guilty of plagiarism or assisted another student to do so, then that student may be subject to any of the following penalties, depending on the nature and extent of the plagiarism:

- Verbal warning.
- Reduction of marks for the assignment (usually only in the case of some original work identified).
- No marks given at all for the assignment.
- Insistence on student re-writing the assignment (or a similar one), using original ideas or style.
- Written notification to parents/guardians, possibly with interview.
- Referral to Head of Department, Administration team or Guidance Officer for additional discipline/counselling. Incident recorded.
- Suspension of participation in designated school activities.

Please note that the penalties for tertiary plagiarism are even more severe, and may include exclusion from a subject or course, even if fees have been paid.

Conclusion

This policy has been developed for the protection of the vast majority of Craigslea State High School students who observe the guidelines for honest authorship, and for the protection of our academic community's integrity.