

St Teresa's School



Plagiarism and Academic Integrity Policy

St Teresa's School is committed to teaching our learners how to become ethical users of information and ideas. It is our responsibility not only to educate learners in the research process and mechanics of writing and proper documentation, but also to hold these learners accountable for honest work. Whether an assigned project is in a visual, written or spoken format, learners are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by St Teresa's School. We expect all departments and learners to adhere to and enforce this policy.

Definition of Plagiarism

Plagiarism is the improper use of, or failure to give credit to, another person's writings, visual or musical representation, or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source of as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own.

-- edited version of statement from Plagiarism.org, p. 1, May 15, 2000

According to the Merriam-Webster Online Dictionary, to "plagiarise" means -

- to steal and pass off (the ideas or words of another) as one's own;
- use (another's production) without crediting the source;
- to commit literary theft;
- present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Teacher Responsibilities

- St Teresa's School teachers will discuss this plagiarism policy in every class at the beginning of each academic year and discuss academic and ethical reasons for not using the work of other people without proper attribution.
- Teachers will explain to the learners that they will be vigilant about looking for plagiarism and they will explain what the consequences of handing in plagiarised work will be.
- Teachers will also assist learners by providing clear guidelines on correct referencing and how to avoid plagiarism.
- It is the teacher's responsibility to ensure that all work handed in has been properly referenced and all sources acknowledged. Teachers must explain the following terms to all learners:
 - Plagiarism: passing off someone else's work as your own
 - Attribution: giving the source of your information

- Citation: a note identifying the source of an idea, fact, quotation etc
- Bibliography: a document at the end of a piece of work listing all the sources used to write the work
- Public domain: Works that are no longer protected by copyright, or never have been, are considered "public domain." This means that the freely borrowed material may be used from these works without fear of plagiarism, provided the make proper attributions are made.

Learner Responsibilities

- Learners will remember the Code of Conduct that they sign at the beginning of every year whereby they agree to uphold the ethos of St Teresa's School.
- Learners must submit their own, authentic work and not the work of others.
- Seek help from teachers if they are struggling with a research project etc
- Any work that learners have not produced themselves (e.g. quoted text, graphs etc), must be properly referenced.
- All learners must provide references for all their sources.
- All bibliographies must be accompanied by a reference for text and graphics in the work handed in.

Precautions:

In order to avoid plagiarising material, observe the following guidelines:

1. When summarising or paraphrasing the ideas of another person, indicate the person's name in the text and provide a footnote or properly credit the source by using a parenthetical note.
2. When using the actual words of another person, employ quotation marks around the material and include a footnote or internal citation indicting the source.
4. It is not necessary to reference readily available information of common knowledge. Nor do references to well-known Biblical phrases need footnoting. When you are in doubt about the use of another source, consult the teacher.
5. In creative writing assignments, be especially careful not to incorporate the plot, imagery, or character development of another work you have read in a book or popular magazine.

Plagiarism Violations

If a teacher believes that a learner at St Teresa's School has committed plagiarism, she will meet with the learners and explain the consequences of committing plagiarism.

1. In the case of class work, the learner will receive a zero for the assignment. The teacher and department concerned will determine if the learner should have the chance to redo the assignment and how many marks will be deducted as a result of the first violation.
2. The teachers will keep records of all plagiarised work handed in and will record all incidents of plagiarism in the learners files. Continued incidents of plagiarism will be reported to the Principal and further disciplinary action taken. A learner's parent/s will also be informed.
3. No work can be submitted as part of a Portfolio of work for GET and FET which has been plagiarised. All plagiarised work will therefore be disregarded.
4. In cases of plagiarism in formal assessment tasks, all plagiarised material will be ignored in determining the final mark. That is, if the entire task is plagiarised, the mark awarded will be zero.

List of References

This policy was developed with reference to the following sources:

Lake Macquarie High School Plagiarism Policy [online] Available from <http://www.lakemacquarie.hs.education.nsw.gov.au/plagarism.htm>

Liberty High School Policy Regarding Plagiarism [online] Available from <http://www.liberty.k12.mo.us/hs/WB/wh-lpp.htm>

The Learning Centre [online] Available from: <http://www.plagiarism.org>

Terryville High School Plagiarism Policy [online] Available from: <http://plymouth.k12.ct.us/th/media/Plagiarism.htm>

The Newton North High School Plagiarism Policy [online] Available from <http://nnhs.newton.k12.ma.us/go/content>