



## **ST STITHIANS COLLEGE ANTI-PLAGIARISM POLICY**

### **Introduction**

1. The College values academic integrity highly and therefore all teachers and learners must be made aware of the issues that undermine academic integrity and constitute plagiarism.
2. The College is committed to ensuring that all teachers and learners are responsible and ethical users of information. All teachers and learners will be guided in the appropriate use of information and ideas and the correct methods of acknowledging sources of information. Teachers and students will be held accountable for delivering honest work.
3. Emphasis should be placed on educating to avoid plagiarism rather than on punishing plagiarism.

### **Definition**

4. Plagiarism is defined as the act of passing off someone else's words, ideas or creations as one's own whether deliberate or accidental.

### **Plagiarism Infringements**

5. Plagiarism is committed when someone:
  - 5.1. Paraphrases from a source without proper acknowledgement.
  - 5.2. Presents or uses the ideas, research findings, opinions, designs or creations of others as original work without acknowledging the creator(s) of the source.
  - 5.3. Pieces together different pieces of information or ideas to form a whole from electronic (cutting and pasting) or from printed sources (copying) without proper acknowledgement.
  - 5.4. Copies someone's words, ideas, illustrations or electronic files in any format from a source or sources such that very little of the resulting work is original, whether or not credit is given.
  - 5.5. Copies someone's exact words without quotation marks and proper acknowledgement.
  - 5.6. Changes words but not the sentence structure of the original without acknowledging the source.
  - 5.7. Does not provide a list of references, commonly known as a bibliography.
  - 5.8. Fabricates data or references.
  - 5.9. Works on or completes an assignment for someone else, or collaborates with someone else on work that should have been done independently.
  - 5.10. Obtains an assignment from another person, from a paper mill or from the Internet and submits it as one's own work.

### **Prevention of Plagiarism**

#### **6. Teachers' Responsibilities**

- 6.1. Avoiding plagiarism is ultimately the student's responsibility. However, teachers should design assignments to challenge student thinking and reasoning, to encourage creativity and to avoid plagiarism infringements

- 6.2. Teachers should place emphasis on developing good writing and research skills rather than punitive action
- 6.3. Teachers should make all learners aware of practices that constitute plagiarism and methods of avoiding it at the start of each research assignment
- 6.4. Teachers should make all learners aware of the ethical reasons for honest academic work and the consequences of committing plagiarism
- 6.5. Teachers should provide an assignment sheet with detailed instructions and a rubric outlining formative assessment as well as assessment of the final product
- 6.6. Teachers should provide clear guidelines on correct referencing and avoiding plagiarism
- 6.7. Teachers should provide clear guidelines regarding acceptable amounts of help from peers or adults

## **7. Learner Responsibilities**

- 7.1. Learners must uphold the College Charter by being ethical and honest in their work
- 7.2. Learners must demonstrate understanding by using their own words, sentence structures and ideas to synthesise the sources to which they refer
- 7.3. Learners must acknowledge the sources consulted and used in their work by creating a list of references
- 7.4. Learners in Grades 10 – 12 must demonstrate the depth and breadth of their research by using in-text references
- 7.5. Learners must sign every assignment and state on it that it is their own unaided work and that to the best of their knowledge, their referencing is correct

## **Consequences of Committing Plagiarism for Learners**

8. The consequences for committing plagiarism are in accordance with the College's disciplinary policies.

## **List of References**

This policy was developed with reference to the following sources:

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Stony Brook University Libraries (2004) SBU Library Research Guide [online] Available from: <http://www.sunysb.edu/tutorial/mod6/07copyright.shtml> [accessed 6 June 2008]

Terryville High School Plagiarism Policy [online] Available from: <http://plymouth.k12.ct.us/th/media/Plagiarism.htm> [accessed 30 October 2007]

**APPROVED & ADOPTED BY COLLEGE EXECUTIVE COMMITTEE: 09 FEBRUARY 2009**