



Colo High School: Plagiarism & Ethical Information Use Policy 2012

WHY?

Colo High School “**values excellence in learning and respect for the intellectual property rights of others**. We regard plagiarism as academic dishonesty, theft, and an ethical offence. **A student who plagiarises is dishonest with their teacher, their peers and themselves**. Colo High School regards plagiarism as unacceptable behaviour.”ⁱ

In line with Department of Education and Board of Studies NSW policies, “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**.”ⁱⁱ

It is important for your own learning and understanding that you can demonstrate your ability to not only find and copy information, but also consider the facts and ideas you have found and express them in your own words and acknowledge your sources.

This policy applies to all assessments, whether tasks, tests or exams, and to all subjects at Colo High School.

What is plagiarism?

“**Plagiarism is an individual’s submission of another person’s work or ideas as their own**, either for academic credit or other benefit. It can be written, oral or electronic, and includes copying/pasting from the internet.”ⁱⁱⁱ

“Plagiarism is when you pretend that you have written or created a piece of work that someone else has”^{iv} written or created. “It is **cheating**, it is **dishonest**, and it could jeopardise your HSC exam results.”^v

“Plagiarism is dishonest. It is a legal, moral and scholarly requirement that **you must acknowledge the ideas of others when you use them to build your own insights and understanding**.”^{vi}

All of the following can be considered plagiarism:^{vii}

1. **Turning in someone else’s work** as your own
2. **Copying someone else’s work** in an exam or test
3. **Copying ideas or words** from someone else without giving credit
4. Failing to put in **quotation marks** material that is copied word for word from another source
5. **Giving incorrect information** about the source of a quotation
6. Changing words, but **copying the sentence structure of a source** without giving credit
7. **Paraphrasing**. “Paraphrasing is putting someone else's idea(s) into your own words. A paraphrase covers the points the author has made, while changing the words.”^{viii}
8. Copying so many words or ideas from **a source that it makes up the majority of your work**, whether you give credit or not
9. **Cutting and pasting different sections of the work of others** into a new whole
10. **Failure to provide a reference list** for a project that requires research

“Why does plagiarism matter?

1. Because it is cheating. It is **unethical and dishonest**.
2. Because you are **not developing important skills and knowledge**.
3. Because **authors own their words and ideas**.
4. Because there are **penalties**.”^{ix}

HOW?

All information, whether published in print or digital form, is intellectual property.^x Honest use of the work of others is the behaviour and choice expected of Colo High School students. The MLA referencing style is the standard style for Colo.

To avoid plagiarism, try these techniques:^{xi}

1. **Read through your assignment task carefully.** Check with your teacher that you understand your task. You are less likely to copy if you feel confident that you know what to do.
2. **Understand and use referencing techniques.** Acknowledge your sources (Years 7-10 with the Colo Reference List proforma. Years 11-12 with citations and a reference list, correctly formatted).
3. Use the reference examples below and online bibliography generators (eg. EasyBib or BibMe) as **tools to guide you.**
4. When taking notes, **always jot down the details of the source** so you acknowledge it when writing your assignment later. This also helps you and your teacher locate it if necessary.
5. When quoting, **put the words in quotation marks** "like this", and acknowledge the original author and their work in your reference list.
6. **Pictures, maps, statistics, graphs and other illustrative sources** also need to be acknowledged.
7. **Use a large variety of sources** as this will strengthen your work and make you less likely to plagiarise.
8. **Don't waste time.** Start your assignments when you receive them. Give yourself enough time to research, take notes, think and write your draft/s and final work.
9. **Do not hand in anyone else's work as your own – ever!**^{xii}
10. **Do not allow anyone else to copy your work** and hand it in as their own.
11. **Do not submit work to which another person such as a parent, tutor or subject expert has substantially contributed**^{xiii}

How to acknowledge the work of others

Junior Students (Years 7-10)

- **Submit a print or digital reference list (using the Colo Reference List proforma available from your teacher or the library) with every task/project requiring research.** Include all the sources you have used in preparing your assignment. Available in print or digital form.

Senior Students (Years 11-12)

- **Must submit a print or digital reference list (MLA style) with every task/project requiring research**
- AND also need to include **footnotes or endnotes**, correctly formatted and punctuated.
- Students can use the footnote/endnote/referencing features within Microsoft Word and also use **online referencing websites** such as EasyBib www.easybib.com or BibMe www.bibme.org as helpful tools. An advice sheet on how to reference is available from your teacher or the library, in print or digital form.

Examples (for senior students)

Book: Hastings, Max. *The Faces of World War II*. London: Cassell, 2008. Print.

Article (print encyclopedia): Katzenberg, Dena S. "Quilt." *The World Book Encyclopedia*. Vol. 16. World Book, Inc.: Chicago, IL, 2010. 41. Print.

Article (print magazine): Holland, Jennifer S. "A Reef's Test." *National Geographic* 219.5 (2011): 34-57. Print.

Website: Bloom, Lisa. "Don't Talk down to Little Girls: Lisa Bloom Explains Why." Sydney Morning Herald - Business & World News Australia | Smh.com.au. 28 Aug. 2011. Web. 29 Aug. 2011. <<http://www.smh.com.au/lifestyle/dont-dumb-girls-down-20110829-1jh86.html>>.

CONSEQUENCES

Plagiarism is cheating and the consequences are serious.

If a teacher reasonably believes that a student has been guilty of plagiarism or assisted another student to do so, then there is a process to be followed and various penalties may apply.^{xiv} Note that plagiarism may not only involve penalties for the student handing in the work, but also for student/s who may have allowed their work to be copied.

In cases involving years 7-10, the Head Teacher should (where possible) manage the incident with the class teacher. In incidents involving students in years 11-12, the Deputy Principal should be informed and the Deputy Principal, Head Teacher and class teacher should determine the appropriate action to be taken.^{xv}

Junior students (Years 7-10)

Where plagiarism is detected in a student's assignment, a zero will be awarded for the assignment. However, the student should be given the opportunity to resubmit the assignment within an appropriate timeframe. A letter from the teacher will inform parents/guardians. If the student then submits a satisfactory assignment it should be marked on its merit and no further action taken.^{xvi}

Senior students (Years 11-12)

"Where an instance of suspected plagiarism is detected in a senior assessment task, the teacher should report it to their head teacher to investigate further. If it be deemed that the student has deliberately plagiarised, the deputy principal should be informed and all three should determine the appropriate action to be taken."^{xvii}

"What is meant by Unfair Advantage/Malpractice in Assessment Tasks?"

If a student has been found to have gained an unfair advantage by:

- a) copying, buying, stealing or borrowing someone else's work in part or in whole, and presenting it as their own.
- b) using material directly from books, journals, CDs or the internet without acknowledging the source.
- c) submitting work that contains a large contribution from another person, such as a parent, coach or subject expert, that is not acknowledged.
- d) paying someone to write or prepare material that is associated with a task, such as process diaries, logs and journals.

or for any of the reasons contained in the exam information in Question 14^{xviii}, a zero "0" mark will be awarded."^{xix}

If the plagiarism is deemed to be unintentional and the student has elsewhere in the task made a substantial effort to acknowledge the work of others, the student should be given the opportunity to resubmit within an appropriate timeframe. Deliberate plagiarism should be treated as a serious offence.^{xx}

N Award Warnings: In either situation, an N Award warning letter will be sent to parents/guardians. Where the opportunity to resubmit has been given, the N Award warning can be cleared when a satisfactory assignment has been submitted and marked.

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This policy draws on draft and ratified plagiarism/ethical use policies from a number of Australian schools and teacher librarians, and we thank them for sharing their work with Colo High School

REFERENCE LIST

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ENDNOTES

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- ⁱ "Everton Park State High School Plagiarism Policy." Everton Park State High School. Everton Park State High School, 2009. Web. 29 Aug. 2011. <http://evertonparkshs.eq.edu.au/wcms/images/stories/school_documents/PlagiarismPolicy.pdf>.
- ⁱⁱ Brigidine College Plagiarism Policy (Draft). Working paper. Print.
- ⁱⁱⁱ Watts, Jenny. Canowindra High School Plagiarism Policy (Draft). Working paper. 2005. Print.
- ^{iv} "HSC Assessments and Submitted Works – Advice to Students - Board of Studies NSW." Home - Board of Studies NSW. Board of Studies NSW. Web. 29 Aug. 2011.
- ^v "HSC Assessments and Submitted Works – Advice to Students - Board of Studies NSW." Home - Board of Studies NSW. Board of Studies NSW. Web. 29 Aug. 2011.
- ^{vi} "HSC : All My Own Work :: Plagiarism." HSC : All My Own Work :: Home. Board of Studies, NSW. Web. 29 Aug. 2011. <<http://amow.boardofstudies.nsw.edu.au/module3/module3summary.html>>.
- ^{vii} Most of the points here are from Watts, Jenny. Canowindra High School Plagiarism Policy (Draft). Working paper. 2005. Print.
- ^{viii} "HSC : All My Own Work :: Plagiarism." HSC : All My Own Work :: Home. Board of Studies NSW. Web. 29 Aug. 2011. <<http://amow.boardofstudies.nsw.edu.au/module3/module3s3.html>>.
- ^{ix} "HSC : All My Own Work :: Plagiarism." HSC : All My Own Work :: Home. Board of Studies, NSW. Web. 29 Aug. 2011. <<http://amow.boardofstudies.nsw.edu.au/module3/module3summary.html>>.
- ^x Watts, Jenny. Canowindra High School Plagiarism Policy (Draft). Working paper. 2005. Print.
- ^{xi} How to avoid plagiarism: most of the points here are from "Everton Park State High School Plagiarism Policy." Everton Park State High School. Everton Park State High School, 2009. Web. 29 Aug. 2011. <http://evertonparkshs.eq.edu.au/wcms/images/stories/school_documents/PlagiarismPolicy.pdf>.
- ^{xii} Brigidine College Plagiarism Policy (Draft). Working paper. Print.
- ^{xiii} "Plagiarism Policy." Lake Macquarie High School - Home. Lake Macquarie High School. Web. 29 Aug. 2011. <<http://www.lakemacquarie.hs.education.nsw.gov.au/plagiarism.htm>>.
- ^{xiv} "Everton Park State High School Plagiarism Policy." Everton Park State High School. Everton Park State High School, 2009. Web. 29 Aug. 2011. <http://evertonparkshs.eq.edu.au/wcms/images/stories/school_documents/PlagiarismPolicy.pdf>.
- ^{xv} "Policy on Plagiarism and Other Incidents of Cheating." Trinity Anglican School Cairns. Trinity Anglican School Cairns. Web. 29 Aug. 2011. <<http://www.tas.qld.edu.au/about-tas/school-policies/15-policy-on-plagiarism-and-other-incidents-of-cheating.html>>.
- ^{xvi} Forsyth, Narelle. Koorungal High School Ethical Information Use Policy. Draft Policy. 2010. Print.
- ^{xvii} Forsyth, Narelle. Koorungal High School Ethical Information Use Policy. Draft Policy. 2010. Print.
- ^{xviii} Question 14 refers to exam behaviour and cheating in exams. Colo High School Preliminary Course Assessment Information 2010 - 2011. Booklet. 2010. Print.
- ^{xix} Colo High School Preliminary Course Assessment Information 2010 - 2011. Booklet. 2010. Print.
- ^{xx} Forsyth, Narelle. Koorungal High School Ethical Information Use Policy. Draft Policy. 2010. Print.