



PLAGIARISM POLICY

RATIONALE

The staff of Mortlake College are committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and the mechanics of writing proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project.

The purpose of this policy is to set out the College's commitment to Academic Integrity, with particular reference to:

- a) the importance of acknowledgement practice;
- b) responding to plagiarism and other forms of academic misconduct in a consistent and equitable manner; and
- c) the roles and responsibilities of staff and students in upholding the values of Academic Integrity.

PLAGIARISM

".. the unauthorised use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words..." Laurie Henry, The Fiction Dictionary, p.219.

Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole/part, from a print or non-print sources, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In text documentation that is not reflected in the Bibliography or Reference List.
- The act of using the ideas, words or images of another person and presenting them as one's own. Those ideas, words and images might be from sources such as the internet, a book, a photocopied handout or a recording of a speech
- **Plagiarism is regarded as a serious offence and will not be tolerated by Mortlake College.**
- Cheating and/or plagiarism are regarded as very serious offences. Copying or paraphrasing material/ text from the work of another student, from published sources (ie: journals, books, blogs, magazines, newspapers etc.) and/or from the internet without proper documentation constitutes academic theft.

DEFINITIONS

Academic Integrity

Demonstrating the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of coursework.

Acknowledgement Practice

The practice of acknowledging the ideas, designs, words or works of other people in one's own work.

Citation

Directly quoting or paraphrasing and giving credit to another person's text, work or idea.

Cheating

Cheating is a deliberate attempt to deceive in order to gain advantage in an assessed piece of work, including coursework, assessments and examinations.

Collusion

Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes students providing their work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task and passing it off as your own, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work. This should not be confused with academic collaboration.

Copying

Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement.

Inappropriate citation

Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.

Inappropriate paraphrasing

Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

POLICY STATEMENT

In all assessed work students should take care to ensure the work presented is their own and fully acknowledges the work and opinions of others. It is also the responsibility of students to ensure that they do not undertake any form of cheating or other form of unfair advantage. In light of this, plagiarism is treated as a serious academic offence which carries a range of consequences.

SCOPE

This policy and procedure applies to all internal assessments, including internal examinations. Where awarding bodies such as the Victorian Curriculum and Assessment Authority (VCAA) have their own published procedures these will take precedent over the College's policy.

GROUP WORK

Group work is valuable because of the opportunities it provides for students to develop skills in collaboration and communication. As an assessment task it has the potential to pose difficulties in relation to appropriate acknowledgement practice and identification of authorship of individual members of the group. These difficulties can be minimised by academic staff by ensuring that the assessment task is well designed with the roles of individual students effectively identified and the assessment criteria clearly communicated to students in the subject outline.

TEACHER RESPONSIBILITIES:

- Assisting students who are having difficulty in the location and evaluation of information.
- Assisting students in how to manage time and deadlines throughout the research process.
- Conferencing with students on formatting and composing the project or paper.

Student Responsibilities:

Submit authentic work by the due date.

Follow the project instructions and deadlines assigned by the teacher.

Ask questions and seek help from appropriate people (teachers, librarians and peers).

Cite in-text or in-project sources according to the conventions of referencing

Mortlake College Assessment Rules
Mortlake College Minimum Standards
Years 5 to 12

All assessment tasks that utilise research require a reference list.

In addition to a reference list, all assessment tasks utilising research should move towards accurate and complete citations.

VCAA set out clear guidelines regarding the submission of work. It is the responsibility of each student to follow these guidelines.

Mortlake College follows the VCAA prescribed rules for when preparing work for assessment. These rules apply also to School-assessed Coursework (SACs) and School-assessed Tasks (SATs).

1. A student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own.
2. A students must acknowledge all resources used, including:
 - text, websites and source material;
 - the name(s) and status of any person(s) who provided assistance and the type of assistance provided.
3. A student must not receive undue assistance from any other person in the preparation and submission of work.

Acceptable levels of assistance include:

- the incorporation of ideas of material derived from other sources (e.g. by reading, viewing or note taking) but which has been transformed by the student and used in a new context;
- prompting and general advice from another person or source which leads to refinements and/or self-correction.

Unacceptable forms of assistance include:

- use of, or copying of, another person's work or other resources without acknowledgement;
 - actual corrections or improvements made or dictated by another person.
4. A student must not submit the same piece of work for assessment in more than one study, or more than once within a study.
 5. A student must not circulate or publish written work that is being submitted for assessment in a study, in the year of enrolment.
 6. Students who knowingly assist other students in a Breach of Rules may be penalised.

Student Guidelines on Avoiding Plagiarism:

1. If working individually, do not allow your work to be copied by anyone else.
2. If you see another student's work, do not attempt to submit that work as your own.
3. Do not work with someone else if you are supposed to hand in your own independent work.
4. When you collect information, keep a record of where that information came from so you can correctly reference it.
5. Use multiple sources where possible. Instead of relying on one source of information for your assignment, find and read a number of sources.
6. Try to come up with your own ideas on the subject matter. Do not copy and paste into your assignment. Instead, put the ideas into your own words (this is paraphrasing), summarise the ideas or quote directly. When quoting, paraphrasing or summarising, plagiarism will be avoided by properly referencing your sources of information or ideas.
7. 'Common knowledge' is information which is widely known, cannot be contested and can generally be found in numerous sources. Such information does not have to be cited. Examples include 'Sydney is the capital city of New South Wales' and 'Shakespeare's character of Macbeth is a Scottish noble who kills his ruling monarch, King Duncan.'
8. You must also include a reference list. This will include more information about your sources than you used in your citations and will assist a reader to find the sources you have used.
9. Properly referencing an assignment takes time. You need to factor this time into your study plan.
10. Refer to the style guide on the College website when constructing reference lists.

Detecting Plagiarism

Mortlake College reserves the right to submit any assessable task to a screening process to check for plagiarism. Students may also be asked to verify written work via interview and/or a test. This could be completed either orally or written.

Educating Students

Our teaching staff have a responsibility to educate students on cheating and plagiarism. This includes defining what cheating and plagiarism are and informing students of the potential consequences when cheating and plagiarism occur.

Students in Year 3/4 will be introduced to the concept of cheating and plagiarism through classroom teachers.

Students will review these concepts in Year 5/7 to fully understand the consequences of such acts.

In order for students to understand the difference between cheating and plagiarism, the College will introduce “common” definitions and “examples” of both. These definitions and examples are consistent with the language that exists in this policy document.

Secondary School students will be introduced to the Style Guide and Statement of Authorship documents. These documents will be referred to consistently when introducing assessment pieces.

Consequences for breaking assessment rules

Should a student breach these rules, the appropriate penalties will apply, as set out below:

- I. The student will be reprimanded through detention, suspension or other penalties as laid out by the VCAA.
- II. The work that infringes the rules will not be accepted and the decision to award the outcome **N (not satisfactory)** or **S (satisfactory)** will be made upon the remainder of the work.
- III. A teacher can refuse to accept any part of the work if the infringement is judged as a serious authentication issue and
 - **N** will be awarded for the outcome
 - **NA** will be submitted for the School-Assessed Coursework or School-Assessed Task.

Teachers have been asked to report to the appropriate House Leader or VCE Co-ordinator when a breach of rules is apparent. These people, or in serious cases, the Principal, shall determine which of the above penalties shall be imposed. This may result in a change of the original outcome result from **S** to **N**. At VCE level, if **N** is awarded for an outcome, then, as a consequence, **N** will be awarded for the unit concerned. Similarly, the detected breach of rules may result in a score change for the task. In the case of VCE units, this score change is to be communicated to the VCAA.

If there is sufficient time before the due dates designated by the School or the VCAA, the student may have the opportunity to resubmit work for satisfactory completion.

LEVEL OF PLAGIARISM	CONSEQUENCE (at the teacher's discretion)
Low Level Plagiarism:	
<ul style="list-style-type: none">• May occur due to ignorance or inexperience on the part of the student. An example of this level may involve a student using a paragraph or a few lines of a text without citing the material properly. Most of the work, however, is the student's own.• Inadvertent or unknowing plagiarism caused by sloppy research or writing technique.	<ul style="list-style-type: none">• Student is warned about the implications of plagiarism and reminded of school plagiarism policy.

Medium Level Plagiarism:

- Plagiarising material or using an original idea of someone else without crediting the source of the material or ideas.

- Student is warned about the implication of plagiarism and reminded of school's plagiarism policy.
- Letter of concern sent home to parents.
- Student to resubmit task.
- Student may be penalised as determined by classroom teacher

High Level Plagiarism:

- Blatant plagiarism or the direct copying of another's material without acknowledging that source.
- This also applies to students who have been found guilty of plagiarism in a prior instance.

- Student is referred to House Leader
- Student is penalised.
- Student may resubmit at the discretion of House Leader or Senior Success Leading teacher

Consequences

If a teacher has evidence that a student has plagiarised work they should undertake the following.

Year 4s to 7

Primary School teachers will determine consequences at their discretion and as appropriate for grade level, although repeated offences at any grade level will result in disciplinary action.

Years 8 to 10

Students may be asked to resubmit part or all of the task after discussion with the teacher. Marks may be deducted. All reports of plagiarism need to be reported to the Head of School. This could lead to involvement of the Principal and parents.

Students will receive a zero for tasks until a task has been resubmitted with the plagiarised sections addressed. A letter is sent home to parents to inform them of the incident of plagiarism. See Appendix A.

VCE/VCAL/VET

The College has the power to impose any of the following penalties for plagiarism, or for a substantive breach of the rules (which applies to the student who has breached as well as any student who has knowingly assisted the student to breach):

- A written reprimand
- A score of zero may be awarded and the student will be required to sit a redemption task to achieve a 'Satisfactory' for that piece of work.
- Request that work be resubmitted for an S only and no points towards Study score
- Refusal to accept a part of the work submitted and give a score on the remainder
- Refusal to accept the whole piece and give a zero.
- The above consequences may be used singularly or in combination

Staff are encouraged to work in close partnership with the VCE Co-ordinator with any plagiarism matters.

A letter is sent home to parents to inform them of the incident of plagiarism. See Appendix B.

RESPONSIBILITIES

The Principal has overall responsibility for the implementation of this policy.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

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