**What is plagiarism?**

**Plagiarism** is a form of cheating and is a serious legal offence. It is the taking of someone else’s ideas and presenting them as if they are your own. A legal way of describing this is to say that it is the theft of the Intellectual Property of another person.

It is your responsibility as a student to ensure that you do not commit this breach of discipline whether intentionally or accidentally. These are some examples of plagiarism:

* The most direct form of plagiarism is **copying, word for word**, without acknowledging the source, or where your information came from. A more indirect form is obtaining and changing material from a source without acknowledgment.
* If you quote directly or obtain material from a source you must **acknowledge your source** with correct referencing.
* Students should be particularly aware of the dangers of plagiarism from the Internet. Although this is rich source of information freely available to all students and staff, **copying and pasting** the work of others from the **Internet** is a form of plagiarism.

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| **Forms of Plagiarism** |
| 1. Copying word for word
 | 1. Paraphrasing someone else’s words
 | 1. Summarising someone else’s ideas without acknowledging the source.
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| **Examples** |
| Original:*“War seemed to promise adventure. For many it was a chance to escape from poverty and unemployment and become a hero. Most were confident it would be a short war, over by Christmas 1914.”*Essential Modern World History, Steven Waugh, 2001 | *People thought that going to war would be a good opportunity to go off and have an adventure instead of facing the choices of poverty and unemployment. Everyone was sure it would be over by Christmas and so be a short war.*Essential Modern World History, Steven Waugh, 2001. | *Most people thought that the war would be short and so an opportunity to go and have an adventure. In this way they could become heroes instead of facing the fears of poverty.* |



**How to avoid plagiarism**

***DO:***

1. Acknowledge correctly the source of any quotations, paraphrases, summaries, or other information that is not common knowledge.
2. Place quotation marks around any information that is directly quoted from a source.
3. Ensure that paraphrased information is accurate.
4. Remember to record the source of information when you are taking notes.
5. Differentiate between direct quotes and paraphrases when taking notes.
6. Develop your own writing style and voice.
7. Indicate that the source was “quoted in….” if you do not have the original source that was referred to another source.
8. Learn how to detect and prevent plagiarism.

***DO NOT:***

1. Copy, buy, steal or borrow another person’s work in part or in whole and present it as your own – even your friend’s ideas.
2. Use material directly from books, journals, CDs or the internet without reference to the source.
3. Build on the ideas of another person without reference to the source.
4. Submit work which another person (e.g. parent or teacher) has substantially contributed.
5. Use words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement.
6. Submit a piece of work which you have already submitted for another assignment.
7. Pay someone to write or prepare material for you.
8. Allow other students to use or copy your assessment material and information to complete their assessment tasks. When it is suspected that students have shared information for assessment students involved will be deemed to have plagiarised.



***School Policy on plagiarism***

Students who have been identified as committing an act of plagiarism will be referred to the SLC of the Faculty in the first instance. Please refer to the **Penalties for Plagiarism** on the following page for specific consequences.

Penalties for Plagiarism

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| Categories | Penalties: | Procedures |
| 1. First minor incident of plagiarism(Year 7 only) | * Reprimand and warning
* Item to be marked without plagiarised material being taken into account. This could result in a reduction in marks appropriate to the extent of the plagiarism.
* Student will be invited to re-submit assessment item.
 | * Activated at Teacher / SLC Faculty level.
* Centrally recorded and documented at the school level.
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| 2. First major incident of plagiarism\* | One of the following penalties is imposed: * Marks reduced by an amount appropriate to the extent of the plagiarism.
* Cancellation of any score, mark or grade for the assessment item concerned. (Item treated as if it was not submitted.)
 | * Activated at Principal or Delegate level.
* Centrally recorded and documented at the school level.
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| 3. Repeated Offence (NB Repeat of Category 1 or Category 2 automatically becomes a Category 3 offence)\* | One of the following penalties is imposed * Cancellation of any score, mark or grade for the assessment item concerned. (Item treated as if it was not submitted.)
* Cancellation of all assessment results for the unit concerned.
* Cancellation of all assessment results for the course concerned.
 | * Activated at Principal or Delegate level
* Centrally recorded at the school level.
* Prior to the cancellation of a course or certificate, the college must consult with the EO of the BSSS or their Delegate.
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***(BSSS Policy & Procedures Reference 7.4.2.4)***

