

HILLCREST HIGH SCHOOL

PLAGIARISM POLICY

PURPOSE

Hillcrest High school is committed to ensuring that students are equipped to use information responsibly and ethically, thereby ensuring academic integrity.

The attached acceptance form is to be signed, completed, and returned to the Registrar. The Policy Document should be kept for reference.

DEFINITION

Plagiarism is defined as the following whether it be *deliberate or accidental*:

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

PLAGIARISM INFRINGEMENTS

The following infringements can refer to both written and spoken submissions:

1. Paraphrasing (putting into your own words) without full and proper acknowledgement;
2. Presenting ideas, research, opinions, designs, creations of others as original work;
3. Piecing together different extracts of information or ideas to form a whole whether it be copying from printed material or cutting, copying or pasting electronic sources;
4. Copying words, ideas, illustrations, photographs, images or electronic files in any format from sources so that less than 75% is original work – *regardless of whether credit is given*;
5. Copying exact words without quotations marks and proper acknowledgement;
6. Using images, illustrations, photographs, or any other visual material without proper acknowledgement;
7. Changing of words but not the sentence structure of the original without acknowledging the source;
8. Fabricating data and references;
9. Submitting an item such as a practical piece or art work as one's own when it is not entirely individual work;
10. Working on or completing an assignment for another, or collaborating with another when work was to be completed independently;
11. Obtaining an assignment from another, from an electronic source, or a paper mill;
12. Failing to provide a full and proper list of references in the form of a bibliography according to the correct standards.

CONSEQUENCES OF PLAGIARISM

Being found guilty of plagiarism whether deliberate or accidental has consequences in accordance with the disciplinary code in terms of cheating, fraud, and theft. The onus is on the student to prove that the work has not been plagiarized. Consequences may include, but not be limited to, lowered marks or 0 for an assignment, a letter to the parents, note in file, suspension, demerit, and ultimately a disciplinary hearing.

Legally the person found to be guilty of plagiarism may face legal action resulting in fines, being sued for damages, and having a criminal record.

DECLARATION ATTACHED TO ASSIGNMENTS

The following declaration must be included at the end of every assignment after the Bibliography; failure to do so will result in the work not being marked:

I declare that I understand the Hillcrest High School Plagiarism Policy, and declare that this assignment is my own work, and that I have acknowledged my sources fully and correctly.

NAME _____

GRADE _____

SIGNATURE _____

Acknowledgements:

The following Plagiarism Policies have been used as research in the compilation of this document:

Durban Girls College Plagiarism Policy

St. Stithians Anti-Plagiarism Policy

St. Anne's Diocesan College Plagiarism Policy

The Wykeham Collegiate Academic Integrity Plagiarism Policy