



PLAGIARISM POLICY

Rationale

Norwood Secondary College, as a government school, aims to provide a dynamic learning culture. We have high expectations about the content that we teach, the way in which we engage students in learning and how we assess their level of understanding. As a college we respect the intellectual property of others and see plagiarism as ethically and morally wrong. Plagiarism is unacceptable in our school community and as an act of theft, a student who plagiarises is being dishonest with their teachers, peers, and themselves.

Work submitted to teaching staff must be the student's own and respect the intellectual property of others through appropriate and correct referencing. Details regarding correct referencing can be found on our library's resource page: <https://library.norwood.vic.edu.au/referencing>

Definitions

As defined by the *Oxford English Dictionary*, to plagiarise something is to “*copy another person's ideas, words or work and pretend that they are your own.*” Plagiarism can include writing or images, be oral or electronic, and it also involves copying and pasting reference material from the internet.

Examples of Plagiarism

Plagiarism, whether it be deliberate or unintentional, could involve the following:

- The copying of ideas, information and/or opinions from others without recognising their original source
- Copying verbatim (exactly) information without using quotation marks and appropriate referencing
- Failing to provide an accurate and detailed bibliography (or footnotes/endnotes) when requested to by the school's teaching staff
- Failing to acknowledge an individual you are quoting in both written and oral presentations and reports
- Copying all or part of another person's work and submitting it as your own. This can include the work of another student, friend, teacher, tutor, or parent.

How Plagiarism can be Avoided

To avoid plagiarism, students should be encouraged to:

- Plan, draft, and edit their work carefully. Make sure that they understand the requirements of all tasks and use the criteria and/or assessment rubrics to guide their writing
- Understand how to reference and cite their work correctly. Visit the 'referencing' tab of the Library's resource page to understand how to write a bibliography and construct footnotes or endnotes: <https://library.norwood.vic.edu.au/referencing/bibliography>
- When researching, take notes in their own words and record the bibliographic information so that they can acknowledge the source once the assignment is complete
- When quoting an individual and their opinions or research, put words in “quotation marks.” *NB: Images, statistics and graphs must also be acknowledged
- Use a variety of sources for their information. Not only will this strengthen their writing, but plagiarism is unlikely.

Penalties for Years 7-10

If there is significant evidence to suggest that a student has plagiarised their work or assisted other students in doing so, then the following consequences will apply depending on the extent of the plagiarism:

- A reduction of marks or no marks given for the assessment
- The student must complete the assessment (or a similar task) again using original ideas
- Any incidents of plagiarism must be recorded on Compass in the student's chronicle by the classroom teacher
- Parents/carers must receive written notification which may require a follow-up telephone conversation or interview (if this isn't the first incidence).

VCE Students

Teachers need to be able to authenticate that a student's work is their own. A teacher cannot authenticate any work of which they have further doubts, until evidence is provided. Students must acknowledge all resources that they use.

At a VCE level, students are required to sign a 'Declaration of Authenticity' for coursework that includes tasks completed outside of class. This declaration states that all 'unacknowledged' work is the student's own. Students who knowingly assist other students are breaching the rules and may be penalised. Below is a copy of the SAC/SAT Disclaimer for Norwood Secondary College. This statement can be found on SAC notification documents and on the front cover of every SAC/SAT paper:

SAC/SAT Disclaimer

Students must not intentionally or unintentionally disclose any details on this SAC/SAT or imply what is or is not included, or in any way gain an unfair advantage over other students. Students must understand that disciplinary action will occur, and their result will be reduced. In fairness to fellow pupils, it is the student's responsibility to inform the VCE office if they are aware that information about the SAC/SAT is being passed on, or that a student has gained an unfair advantage.

Any student work that cannot be authenticated or is deemed to be plagiarised, will be referred to the Senior School Review Panel to investigate a breach of assessment protocols according to VCAA guidelines.

If the Review Panel makes the determination that a breach has occurred, then penalties will be applied in accordance with VCAA assessment guidelines.

May 2024