

# PLAGIARISM POLICY



## PURPOSE

To outline to our school community Glen Waverley Secondary College's policy requirements relating to plagiarism.

## SCOPE

This policy applies to students in all year levels and staff for setting and monitoring student assessment. This policy should be read in conjunction with the VCAA Assessment Policy in the VCAA Handbook.

## RATIONALE

Glen Waverley Secondary College is committed to creating and sustaining a learning community where everyone continually learns and grows. To that end, we expect our students to take responsibility for their learning and progress. It is important to develop honest and ethical lifelong learning practices.

### Plagiarism

At GWSC, students are expected to submit their own work.

*'Plagiarism is a type of misconduct that, in some cases, may also give rise to copyright infringement. Plagiarism occurs where a student uses someone else's ideas, images or words in their work and pretends they are their own. If the student has used a lot of someone else's words without that person's permission, copyright infringement may also occur'.*

More information available at: <http://www.smartcopying.edu.au/information-sheets/schools/students-and-copyright>

### What is Plagiarism?

Plagiarism is considered to be intellectual theft. In the adult world there are serious legal consequences for this behaviour. At a school level, it is a form of cheating. Both GWSC and VCAA have strict guidelines about the penalties that will be incurred when students are deemed to be cheating.

The following are considered to be plagiarism	Strategies to avoid plagiarism
<ul style="list-style-type: none"><li>• Copying out part/s of a document or image and presenting it as your own.</li><li>• Copying text or images straight from the internet or another source.</li><li>• Summarising somebody else's work without acknowledgement of the source.</li><li>• Submitting a group assignment or another students' work as your own.</li><li>• Sharing information on a test, homework, project or other assessment pieces.</li><li>• Passing on or receiving test answers.</li><li>• Let someone else complete the work for you.</li><li>• Knowingly allow others to copy your work.</li></ul>	<ul style="list-style-type: none"><li>• Acknowledging your sources: statistics, facts &amp; expert opinions strengthen your research but they must be referenced.</li><li>• Having a clear understanding of referencing conventions.</li><li>• Developing efficient and effective note taking strategies.</li><li>• Making sure you are organised with good time management skills in order to have enough time for referencing and proof reading.</li><li>• Ensure you understand the task, by clarifying exactly what is required with your teacher and how to appropriately research your response.</li></ul>

### Expectations of Parents and Guardians

- Support and reinforce the GWSC Plagiarism policy.
- Support their child without completing the work for them.

### Consequences Years 7-10

Each case of plagiarism will be assessed on an individual basis.

Considerations include	Steps to be applied when a violation occurs
<ul style="list-style-type: none"><li>• Nature of the offence.</li><li>• Level of intent (intentional/non intentional).</li><li>• If this is a recurring issue</li><li>• Circumstances relating to the plagiarism.</li></ul>	<ul style="list-style-type: none"><li>• Where appropriate the teacher will discuss the issue with the student(s).</li><li>• The teacher will inform the relevant House Leaders who will meet with student and communicate with the parents.</li><li>• The student is likely to receive a zero for the task.</li><li>• The student will be asked to resubmit the task to show Victorian Curriculum Standards, but may not receive written feedback or a grade (will be based on the nature of the plagiarism).</li><li>• Student will be required to complete the work in their own time through either a lunchtime or afterschool detention.</li><li>• Following discussion with the House Leader, further support will be provided for issues relating to wellbeing, learning and/or organisation.</li></ul>

### Consequences VCE

- The SAC/SAT will not be assessed.
- The student will be given a zero grade for the SAC/SAT (both Unit 1/2 and 3/4). The student will run the risk of receiving an N for the VCE Unit unless they are able to demonstrate achievement of the outcome by other means of assessment.
- Students who plagiarise a SAC/SAT, once given a zero grade, will not be given an opportunity to redeem their SAC/SAT performance.
- Those students found to be plagiarising a SAC in an accelerated subject will need to meet with a member of the college leadership team to determine eligibility to continue in accelerated studies.

### REVIEW PERIOD

This policy was last updated on 27 July 2021 and is scheduled for review in July 2024.