



FOUNTAIN GATE
SECONDARY COLLEGE

PLAGIARISM Policy

Aim:

This policy is developed as a guide for teachers, Domain Leaders, Sub School Leaders, students, parents and members of the school community. No policy, however comprehensive, can predict all the incidents which might occur in this area of concern. Any staff member that suspects a student has plagiarised, colluded or cheated must report the incident to the Domain Leader and file the incident onto Compass. Additionally, any student or students who observe plagiarism, collusion or cheating must report the incident immediately to the subject teacher.

Rationale:

According to the Oxford dictionary “plagiarism” means –“the wrongful appropriation or purloining, and publication as one’s own, of the ideas, or the expression of the ideas (literary, artistic, musical, mechanical, etc.) of another”.

Plagiarism is an act of fraud. It involves knowingly stealing someone else’s work and lying about it afterwards.

Students must strive for their personal best, and seek honest feedback on their work in order to learn and improve. Cheating and plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth.

Fountain Gate Secondary College students are expected to demonstrate honesty and ethical behaviour in completing all of their assessment tasks.

All academic work, written or otherwise (including oral and visual presentations), submitted by students to their teachers is expected to be the result of their own thought, research, or creative ideas expressed in their own words.

In cases where students feel unsure of what plagiarism and/or collusion mean, they are strongly recommended to speak with their teachers on the matter before submitting their work. Teachers are more than happy to offer guidance to students regarding how much information can be legitimately taken from other sources and how it can be used properly.

When a student's assignment involves researching outside sources of information, the student must carefully acknowledge exactly what, where and how he/she has used them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. This means including web addresses or the names of books and magazines. Teacher’s work cohesively to ensure students are properly taught how to use citations within their work, how to reference their work and how to create a bibliography. The following steps will be taken to ensure all students are thoroughly educated about Plagiarism:

- A Reporting and Plagiarism workshop will be delivered to all students during the start-up program.
- An assessment and plagiarism cover page will be added to every common assessment task at Years 7-10.
- A Plagiarism section has been put into student planners.
- At Year 7 all students are educated about Plagiarism within their Library classes.

- The English curriculum will address the issue of Plagiarism at every year level within classes.
- All teachers will refer to the teacher resources to properly explain what Plagiarism is before every research task is handed out.

This policy is intended to address incidents of plagiarism, collusion or cheating that may occur:

- Copying someone else's work in part or in whole and presenting it as their own.
- Using material directly from books, journals, or digital sources without reference to the source.
- Copying images or text from the Internet and presenting it as their own work.
- Taking the ideas of others without reference to the source.
- Handing in work to which another person such as a sibling, friend, parent, tutor or subject expert has substantially contributed.
- Using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement or copyright permission.
- Paying someone to write, draw, create or prepare material.
- Students who bring prepared or prohibited materials into an examination room, a CAT, SAC or a test.
- Students who seek the assistance of another student during an examination, CAT, SAC or test.

All teachers have a duty of care to ensure that students know the Plagiarism Policy. To the best of their ability, teachers should discuss the Plagiarism Policy. Teachers may also wish to use supporting resources such as the Plagiarism Task document and student planner to help explain Plagiarism before each major assessment task is commenced. Teachers should ensure that students are aware of what Plagiarism is and the consequences that are applied if an incident occurs.

JUNIOR SCHOOL (Year 7 & 8)

1st incident – If the student is found to have plagiarised, colluded or cheated by the Subject Teacher then the following actions should occur:

- The student receives a warning from the Subject Teacher.
- The Subject Teacher will record the incident onto Compass Chronicle and will inform the parent/guardian via phone or email and will also send home a Plagiarism letter.
- The student must resubmit the work and will be awarded the opportunity to receive an original grade for the resubmitted assessment task. If the 40% benchmark is reached then the student will attain a Satisfactory 'S' overall semester result for the subject.
- The student will be warned of the consequences if he/she plagiarises again in the future.
- The student will also complete the Plagiarism Task and return it to the Subject Teacher within an agreed timeframe so he/she learns from the mistake.

2nd incident – If the student is found to have plagiarised, colluded or cheated for a second time regardless of the subject, then the following actions occur:

- The student will be interviewed by the Subject Teacher, Domain Leader and if necessary the Head of Sub School to gather the facts.
- The student will attend an afterschool learning support session.
- Subject teacher will record the incident onto Compass Chronicle.
- The parent/guardian is contacted via phone or email and a formal Plagiarism Letter is sent home explaining the incident.
- The student must resubmit the work and in addition complete the Plagiarism Task.
- The student will have an official mark of 'UG' (Ungraded) for the assessment item, however may still reach a Satisfactory 'S' overall semester result for the subject as long as the resubmitted work is graded at above the 40% benchmark.

3rd incident – If the student is found to have plagiarised, colluded or cheated for a third time regardless of the subject, then the following actions occur:

- The student will be interviewed by the Domain Leader and Head of Sub School to gather the facts.
- Subject teacher will record the incident onto Compass Chronicle.
- A parent meeting will be called involving the Domain Leader and Head of Sub School.
- A formal Plagiarism Letter in addition to the parent meeting is sent home explaining the incident.
- The student receives two afterschool learning support sessions.
- The student will have an official mark of 'UG' (ungraded) for the assessment item and an 'N' (Not Satisfactory) overall semester result for the subject will be shown on the report.

MIDDLE SCHOOL (Year 9 & 10)

1st incident – If the student is found to have plagiarised, colluded or cheated by the Subject Teacher then the following actions should occur:

- The student receives one afterschool detention from the Subject Teacher.
- The subject teacher will record the incident onto Compass Chronicle and will inform the parent/guardian via phone or email and send home a Plagiarism Letter.
- The student must resubmit the work and in addition complete the Plagiarism Task during the afterschool detention.
- The student will have an official mark of UG (Ungraded) for the assessment task, however may still reach a Satisfactory (S) overall semester result for the subject if the resubmitted work is graded at above 40%.

2nd incident – If the student is found to have plagiarised, colluded or cheated for a second time regardless of the subject, then the following actions occur:

- The student will be interviewed by the Subject Teacher, Domain Leader and if necessary the Head of Sub School to gather the facts.
- The student receives two afterschool learning support sessions.
- Subject teacher will record the incident onto Compass Chronicle.
- The parent/guardian is contacted via phone or email and a Plagiarism Letter is sent home explaining the incident.
- The student must resubmit the work.
- The student will have an official mark of 'UG' (Ungraded) for the assessment task.
- The student will receive a Not Satisfactory 'N' overall semester result for the subject.

3rd incident – If the student is found to have plagiarised, colluded or cheated for a third time regardless of the subject, then the following actions occur:

- The student will be interviewed by the Domain Leader and Head of Sub School to gather the facts and a parent meeting will be scheduled.
- The student will receive an internal suspension as a consequence, issued by the Head of Sub School.
- Subject teacher will record the incident onto Compass Chronicle and will send home a Plagiarism Letter.
- The student must resubmit the work and in addition complete the Plagiarism Task B again during the internal suspension.
- The student will have an official mark of 'UG' (Ungraded) for the assessment item and a Not Satisfactory 'N' overall semester result for the subject will be shown on the report.

VCE SENIOR SCHOOL

Students must provide evidence that the work submitted is their own and/or was completed in accordance with VCAA requirements.

VCAA states:

Principals are responsible for the administration of VCAA rules and instructions in their school. One of these rules is that a student must ensure that all unacknowledged work submitted for assessment is genuinely his/her own. The teacher may consider it appropriate to ask the student to demonstrate his/her understanding of the task at or about the time of submission of the work. If any part or all of the work cannot be authenticated, then the matter must be dealt with as a breach of rules.

In order to obtain the necessary evidence, students may be required to:

- Provide evidence of the development of the work.
- Discuss the content of the work with the teacher and answer questions to demonstrate their knowledge and understanding of the work.
- Provide samples of other work.
- Complete, under supervision, a supplementary assessment task related to the original task.
- Attend an interview or complete a test to demonstrate understanding of the work.

General Guidelines:

It is important to state in this policy that at the VCE level all arising cases of plagiarism, collusion or cheating may be very different in nature and that the process outlined below for incidents is a guide for students, teachers and parents.

All cases will be assessed by the Head of Senior School and the Assistant Principal in charge of the Senior School. These two staff will have ultimate authority in deciding on the course of action which may include consequences that are applied to the student.

If a student has plagiarised, colluded or cheated all or part of their work, test, CAT, SAC or examination from another student then both the plagiariser and the student who created the original work and willingly shared their work will incur the same penalty.

1st incident – If a VCE student is found to have plagiarised, colluded or cheated by the Subject Teacher then the following actions should occur:

- The student will be interviewed by the Subject Teacher and Head of Senior School to gather the facts.
- The student may receive a learning support session afterschool.
- The classroom teacher will record the incident onto Compass Chronicle and will inform the parent/guardian via phone and will also send home a Plagiarism letter.
- The student can earn the right of redemption for the plagiarised SAC or SAT if the Subject teacher and Head of Senior School agree. If the student is allowed to resubmit or resit the SAC or SAT he/she will receive an official mark of 'UG' (Ungraded) for the SAC/SAT however **may** still reach a Satisfactory 'S' result for the Unit if the minimum 40% benchmark is reached for each criteria of the SAC/SAT.

2nd incident – If a VCE student is found to have plagiarised, colluded or cheated for a second time regardless of the subject, the Head of Senior School and Assistant Principal in charge will interview the student and parents before deciding on the appropriate course of action.

Special considerations:

Students who are funded under the Program for Students with Disabilities (PSD) or who have been identified from the annual National Consistent Collection of Data (NCCD) on School Students with Disability and are still learning the mainstream curriculum will follow the guidelines below.

If an incident of Plagiarism arises involving a student who falls under the categories outlined above within Years 7 to 10, the following actions should occur:

- Subject teacher will liaise with the Integration Coordinator to discuss the incident.
- The student receives a warning from the Subject Teacher.
- The Subject Teacher will record the incident onto Compass Chronicle.
- The Integration Coordinator will inform the parent/guardian via phone or email about the incident.
- The student will not be required to re-submit the original parts to the task and it will be marked by the teacher.
- The student will be warned of the consequences if he/she plagiarises again in the future.

If a second incident occurs regardless of the subject, the following actions should occur:

- The student will be interviewed by the Subject Teacher and Integration Coordinator.
- The student may receive up to one afterschool detention.
- Subject teacher will record the incident onto Compass Chronicle.
- The Integration Coordinator will inform the parent/guardian via phone and a formal Plagiarism Letter will be sent home explaining the incident.
- The student will also complete the Plagiarism Task and return it to the Subject Teacher within an agreed timeframe so he/she learns from the mistake.
- The student must resubmit the work and will be awarded the opportunity to receive an original grade for the resubmitted assessment task. If the 40% benchmark is reached then the student will attain a Satisfactory 'S' overall semester result for the subject.

Students who have an individual learning plan (ILP) for a subject or subjects will be exempt from this policy.

The role of parental support in their children's achievement and ethical development:

Parental and family support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviours are encouraged from parents and families in promoting true student achievement and personal best:

- Assess your child's realistic abilities. Help her/him to work in a quiet space in the home to complete set tasks, homework and personal study so that she/he will be successful and challenged without undue stress.
- Don't push your child beyond their limits with your expectations or aspirations. Many times students make poor decisions because the pressure to excel is greater than their ability to meet expectations or their own personal best.
- Teachers are available for extra help at lunchtime and after school, and opportunities such as online learning sites and homework tutorial club are available for individual assistance.
- If you suspect your child is experiencing difficulty in a class, or in their studies, please contact the teacher or the school. The sooner the problem is identified; the sooner steps can be taken to support your child's learning in a positive manner.
- If your child is caught plagiarising part or all their work and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

Evaluation: This policy will be reviewed as part of the school's review cycle. Feedback from students, staff and parents will be discussed. Improvements and recommendations will be made accordingly.

School Council last ratified this policy in: October 2015