

Dimboola Memorial Secondary College

PLAGIARISM POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 5389 1460.

Definition:

The action or practice of taking someone else's work, idea, etc., and passing it off as one's own.

Aim:

This policy is developed as a guide for students, teachers, 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 believes that a student has plagiarised, colluded or cheated must report the incident to the student's Year Level Coordinator and record it as an Academic Violation on XUNO. Additionally, any student or students who observe plagiarism, collusion or cheating must report the incident immediately to the subject teacher.

Rationale:

Plagiarism is an act of fraud. It involves knowingly stealing someone else's work and presenting it as your own.

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.

Dimboola Memorial 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 is, 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 they have 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 websites or the names of books and magazines. The following steps will be taken to ensure all students are thoroughly educated about plagiarism:

- Information on plagiarism will be delivered to all students at the beginning of each year.
- A section on plagiarism is in student diaries.
- All teachers will regularly remind students of what constitutes plagiarism.

This policy is intended to address incidents of plagiarism that may occur:

- Copying someone else's work in part or in whole and presenting it as their own.
- Using Artificial Intelligence (AI) to generate work dishonestly.
- 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 assisting other students to plagiarise (colluding).

YEARS: 7, 8, 9 & 10

1st incident – If the student is found to have plagiarised 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 academic violation on XUNO which notifies the Year Level Coordinator.
- The student must resubmit the work and will be given the opportunity to receive an original grade for the resubmitted assessment task. If a student has colluded, by sharing their own work with another student/s they will only be given a warning at this stage.
- The student will be warned of the consequences if they plagiarise again in the future.

2nd incident – If the student is found to have plagiarised for a second time in that subject, the following actions occur:

- The student will be interviewed by the subject teacher and Year Level Coordinator to gather the facts.
- The student will attend lunchtime detention(s) to redo the task. In the event of sharing their own work, they will be warned again.
- Subject teacher will record the academic violation on XUNO.
- The parent/guardian is contacted via phone, explaining the incident.

Multiple Incidents across subject areas - If the student is found to have plagiarised, or cheated for a third time, regardless of the subject, the following actions will occur:

- The student will be interviewed by the Year Level Coordinator to gather the facts.
- Subject teacher will record the academic violation on XUNO
- A parent meeting will be called involving the Coordinator and subject teacher. This will include any student that has again shared their work with the intention of cheating.
- The student will automatically receive a zero for any assessment tasks in any subject, that have been found to be plagiarized, this includes those that have shared their work with others.

SENIOR SCHOOL SUBJECTS – VCE, VM & VPC

The VCAA authentication rules for school-based assessment state that a student must:

- make sure that all work submitted for assessment is their own
- not plagiarise the work of someone else or other source
- not cheat
- acknowledge all resources used, including:
 - texts, websites and other source material
 - the name and status of any person or source who provided assistance and the type of assistance provided
- not receive undue assistance from another person, including their teacher, or source in the preparation and submission of work.
- not submit the same piece of work for assessment in more than one study, or more than once within a study
- not circulate or publish a piece of work that is being submitted for assessment in a study in the academic year of enrolment
- not knowingly assist another student in a breach of rules.

Acceptable levels of assistance include:

- incorporating ideas or material derived from other sources (for example, by reading, viewing or note taking) but which have been transformed by the student and used in a new context
- prompting and general advice from another person or source, which leads to refinements or self-correction or both

Unacceptable forms of assistance include:

- use of or copying another person's work, including their teacher's work, another source's work or other resources without acknowledgement

- use of or copying sample answers provided by their teacher, another person or another source
- corrections or improvements made or dictated by another person, including their teacher

If any part or all of the work cannot be authenticated, the matter must be dealt with as a breach of rules.

In considering if a student's work is their own, teachers should consider if the work:

- is atypical of other work produced by the student
- is inconsistent with the teacher's knowledge of the student's ability
- contains unacknowledged material
- has not been sighted and monitored by the teacher during its development.

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/VM/VPC 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 VCE/VM & VPC Coordinator and Principal – if appropriate. These 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, SAT, 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/VCAL 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 VCE/VM & VPC

Coordinator to gather the facts.

- The student may receive a lunchtime detention/s to redo the work.
- The classroom teacher will record an academic violation on XUNO and will inform the parent/guardian via phone.
- The student can resubmit the task.

2nd incident – If a VCE/VCAL student is found to have plagiarised, colluded or cheated for a second time regardless of the subject, the VCE/VCAL Coordinator and Teaching and Learning Coordinator will interview the student and parents before deciding on the appropriate course of action. **The VCAA rules and regulations will apply.**

Parents:

Teachers are available for extra help at lunchtime and after school at SMART sessions, and opportunities such as online learning sites (Google Classroom) 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 their 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.

POLICY REVIEW AND APPROVAL

Consultation with Staff & Students	Throughout 2023
Approved by	School Council December 2023
Next scheduled review date	Before December 2027