# PLAGIARISM GUIDELINES FOR STUDENTS

## 1. CONTEXT

At Nazareth, we value excellence in learning and respect for the intellectual property of others. Students are expected to adhere to the highest standards of personal honesty and integrity in their work. All assessment tasks must be original or respect the contributions of others through correct referencing.

## 2. DEFINITION

Plagiarism, as defined by Cambridge Dictionary, is *'the process or practice of using another person's ideas or work and pretending that it is your own' [dictionary.cambridge.org]*

Examples of plagiarism include the following:

- submitting an assessment task found via the internet as your own work
- using another student's assessment task (in whole or in parts) and submitting it as your own work
- using information (words, pictures, graphs, sounds, etc) from an encyclopedia, book, website, etc. without citing the source
- quoting a person's spoken or written word without citing the source.

*[Adapted from iLearn Institute Academic Integrity Policy]*

## 3. POLICY

### Avoiding Plagiarism:

Referencing must be done when providing a direct quote, using a sourced image, or when you are paraphrasing/summarising someone else's ideas within your work.

There are strategies that students can use to avoid plagiarism.

- utilise the 'Secondary Library' page available via e-Naz for resources on avoiding plagiarism and creating references.
- keep a record of all sources used, using a paper proforma or an Online Referencing Generator.
- ensure you provide in-text referencing where necessary and complete a reference list at the end of your task (a list of all sources used).
- use the 'generic class' in Turnitin to identify any sections of similarity prior to final submission.

### Submission Guidelines

All assessment tasks must be uploaded to SEQTA and Turnitin prior to or on the due date. Assessment tasks will not be considered submitted until the task has been uploaded to both platforms.

## 4. PROCEDURE

### Consequences of Plagiarism

If a teacher believes, based on their professional judgement that a student has plagiarised or assisted another student to plagiarise an assessment task, then the teacher will:

- discuss their concerns with the student and notify parents/caregivers
- only be able to assess the task based on the parts which are the student's original work
- in the case where the task is awarded an unsatisfactory grade (i.e. less than C-), 24 hours will be granted to resubmit the task.

## 5. RESPONSIBILITY FOR IMPLEMENTATION, MONITORING AND CONTINUAL IMPROVEMENT

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

- Principal
- R-12 Deputy Principal
- Heads of Campus and Campus Leadership Team Members
- House Leaders and Year Level Coordinators
- Class and Mentor Group Teachers

## 6. REVISION RECORD

The following roles provide a point of contact for the policy and are responsible for its ongoing review:

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| Policy Leader | Principal |
| Approval Authority | Nazareth Leadership Team |
| Review Date | March 2024 |
| Previous Revision Dates | N/A |