

# Plagiarism Policy (2022)

## Definitions

*Plagiarism* (noun): The process or practice of using another person's ideas or work and pretending that it is your own. This includes directly quoted material, as well as paraphrased work (e.g., taking someone else's writing and changing some words around).

(<https://dictionary.cambridge.org/dictionary/english/plagiarism>)

Types of Plagiarism	Examples of plagiarism
<p><b>Intentional Plagiarism:</b> plagiarism that has been done with the intent to deceive or trick someone into thinking that the work is your own.</p> <p><b>Unintentional plagiarism:</b> plagiarism that is done with a lack of understanding of plagiarism, or a lack of skill in referencing or acknowledging others' work (still a breach of this Policy).</p> <p><b>Collusion:</b> the act of students directly working together in order to deceive someone into thinking that the work is their own.</p>	<ul style="list-style-type: none"> <li>• Passing on, or receiving, test answers</li> <li>• Letting someone else complete work for you</li> <li>• Doing someone else's work for them</li> <li>• Knowingly allowing others to copy your work, or copying someone else's work</li> <li>• Copying parts, or all, of a document or image and presenting them/it as your own</li> <li>• Copying work from several different people and rearranging them without proper acknowledgement</li> <li>• Incorporating another person's words or phrases within your own work without proper referencing or acknowledgement.</li> <li>• Submitting a group assessment or another students' work as your own</li> <li>• Sharing information on a test, homework, project or other assessment piece where it was intended as an individual assessment</li> </ul>

## Purpose Secondary College

To provide a transparent, consistent approach to the treatment of plagiarism in academic work at Westall Secondary College in alignment with the Westall Way. This policy is intended to promote care for self, others, school and learning by advocating the importance of completing one's work, honesty in learning and assessment, and respect for the work of others.

## Scope

Policy applies to all students at Westall Secondary College.

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## Policy

### **Junior & Middle School (Years 7 – 10)**

The processes below are a guideline for students, teachers and parents, wherein the individual cases and natures of plagiarism, collusion or cheating should be considered.

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

1. A behaviour conversation is initiated by the Subject Teacher, followed by a warning
2. Subject teacher will record the incident onto Compass and will inform the parent/guardian via phone or email.
  - a. Compass post should include: a description of the occurrence, the consequences issued, parent contact, and an attachment of the plagiarised work.
3. Student must attend lunchtime detention(s) and/or make-up sessions during iCreate to redo the task under supervision, and must resubmit the work.
4. Student will be awarded the opportunity to have their work marked against the original rubric.
5. Student will be warned of the consequences if he/she plagiarises again in future.

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

1. The student will have a meeting arranged with the Subject Teacher and Year Level Coordinator to ascertain the nature of the incident (how and why).
2. Subject Teacher will record the incident onto Compass
  - a. Compass post should include: a description of the occurrence, the consequences issued, parent contact, and an attachment of the plagiarised work.
3. YLC will record meeting with Subject Teacher and student on Compass, and will send home a formal written and/or verbal Plagiarism notice (i.e., by phone, letter and/or email) to guardians.
4. Student must attend sub-school after-school detention(s) to redo the task and resubmit the work, which will be assessed against the original rubric.
5. Student will receive an official grading that will be 1 – 2 letter grades below the rubric outcome, at the discretion of the subject teacher (taking the nature and individual case into consideration).
6. Student will be warned of the consequences if he/she plagiarises again in future.
7. Referral made to Student Wellbeing Coordinator by YLC (if required)

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

1. The student will have a meeting arranged with the Subject Teacher and YLC to ascertain the nature of the incident (how and why).
2. Subject Teacher will record the incident onto Compass
  - a. Compass post should include: a description of the occurrence, the consequences issued, parent contact, and an attachment of the plagiarised work.
3. A restorative parent/guardian meeting will be called by the YLC/DoL, involving the student, parents/guardians, and subject teacher.
4. YLC will record the restorative meeting with Subject Teacher, student, and guardians, in a Student Support Group (SSG) meeting form that will be signed and copied for all parties involved. YLC will also attach the form to a Compass chronicle post, and send a formal Plagiarism email and/or letter home in addition to the meeting.
5. Student will receive an internal suspension within which they must redo and resubmit the task under supervision.
6. Student will receive an official mark of 'UG' (ungraded) for the assessment item.
7. Referral made to Student Wellbeing Coordinator by YLC (if required)

## Senior School (Years 11 & 12)

### VCE and VCAL Students

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

#### **VCAA states that:**

*Principals are responsible for the administration of VCAA rules and instructions in their school. One of these rules is that students must ensure that all unacknowledged work submitted for assessment is genuinely their own.*

*Teachers may consider it appropriate to ask students to demonstrate their 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, the matter must be dealt with as a breach of rules.*

Where a belief has been formed that plagiarism has taken place, a formal investigation will be launched into the matter that adheres to the VCAA rules and guidelines as per the VCAA Administration Handbook regarding authentication of school-based assessment.

<https://www.vcaa.vic.edu.au/Documents/handbook/2021/VCEVCALAdministrativeHandbook2021.pdf>

As such, the process below is a general guideline for students, teachers and parents, and the individual cases and natures of plagiarism, collusion or cheating should be considered.

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If a VCE/VCAL student is found to have plagiarised, colluded or cheated, regardless of subject, then the following actions should occur:

1. Subject teacher will record the incident onto Compass
  - a. Compass post should include: a description of the occurrence, the consequences issued, parent contact, and an attachment of the plagiarised work.
2. Student will be awarded the right of redemption for the plagiarised SAC or SAT if the Subject Teacher and VCE/VCAL Coordinator agree. If the student is allowed to resubmit/resit the SAC or SAT, they will receive an official mark of 'UG' (Ungraded) for the Sac/SAT.
3. An interview and/or restorative meeting is held by the VCE/VCAL Coordinator with both the student and their guardian(s) before deciding on an approach course of action in accordance with the VCAA rules and guidelines as per the VCAA Administration Handbook.
4. VCE/VCAL Coordinator will record the meeting/interview onto Compass and will inform the parent/guardian via phone or email, as well as sending a formal Plagiarism letter home.
  - a. Compass post should include: a description of the occurrence, the consequences issued, parent contact, and an attachment of the plagiarised work.
5. Student will be warned of the consequences if he/she plagiarises again in future.

## Communication

This policy will be available on the School website, Compass School Documentation section and communicated to students at the beginning of each year. It will be communicated to new students as part of the student induction process.

## Policy Review and Approval

Policy last reviewed	1 <sup>st</sup> February 2022
Approved by	Principal
Next scheduled review date	1 <sup>st</sup> February 2024