|  | **PLAGIARISM POLICY** |
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**Introduction**

Auburn High School values excellence in learning and respects intellectual property rights of others. We regard plagiarism as academic dishonesty, theft, and an ethical offence. A student who plagiarises is dishonest with their teacher, their peers and themselves. Plagiarism is a serious breach of our code of conduct and school values.

All students will adhere to the highest standards of personal honesty and integrity in their work. Submissions to teachers must be original or respect the intellectual contributions of others through correct referencing. The school has adopted Harvard [referencing](https://earnshawsc.eq.edu.au/Facilities/Library/Pages/Referencing.aspx) and [bibliographic formats](https://earnshawsc.eq.edu.au/Facilities/Library/Pages/Bibliography.aspx). These are outlined on Compass and the Auburn HS website. Any violations of this policy will have serious consequences.

**VCE Students** are to also refer to the **Auburn High School VCE Student Administration Handbook** which sets out the VCAA Authentication requirements and penalties for student work.

**Definition**

Plagiarism is stealing and passing off ideas, words, and pictorial material, from an external source, as one’s own. This source may be in written, oral or electronic forms, and includes copying/pasting from the Internet.

**Examples of Plagiarism**

You are plagiarising when you deliberately or unintentionally:

* copy in any way (including copy and paste, paraphrase, etc.) information, ideas, theories, opinions, concepts or graphics from another source (including the Internet, books, novels, television shows, photographs, designs, pictures, films, CDs, etc) without acknowledging the source.
* fail to provide a correct bibliography with your assignment.
* fail to name a person you quote when presenting an oral report.
* copy part or all of another person’s (parent, friend, tutor, other student) work and hand it in as your own.
* purchase or obtain a paper from an Internet research service or ‘paper mill’ and submit it as your original work.

**How to Avoid Plagiarism**

Ignorance is not a valid excuse for plagiarising work. The following techniques allow students to avoid plagiarism:

* Plan properly. Allow time for preparation. Research, take notes, think, and write your drafts and final piece. That’s why you are given several weeks to research.
* Understand and use referencing techniques; acknowledge sources (by way of [references](https://earnshawsc.eq.edu.au/Facilities/Library/Pages/Referencing.aspx) and a [bibliography](https://earnshawsc.eq.edu.au/Facilities/Library/Pages/Bibliography.aspx)). Refer to the guides available in this section of the website.
* When taking notes, always jot down the bibliographic information so you acknowledge it (and find it again) when writing your assignment later.
* When quoting, put the words in quotation marks “like this”, and acknowledge the original author.
* Use a large variety of sources, this will strengthen your writing and make you less likely to plagiarise.
* Do not copy someone else’s work and hand it in as your own. Seek assistance from the teacher.
* Do not allow someone else to copy your work and hand it in as their own. Give guidance not access to your finished product.

**Consequences**

If a teacher has evidence that a student has been guilty of plagiarism or assisted another student to do so, any student involved will be disciplined. The level of discipline will depend on the nature and extent of the plagiarism or assistance:

| **Level 3****Repeated misdemeanour** | Any event involving any form of repeated plagiarism, provision of work for copying or copyright infringement will involve a combination of Level 2 and Level 3 consequences. | **AP or SSM***Parent/Guardian/Student interview with* *AP/SSM/LAL**Withdrawal from class/Relocation/Suspension**School Community service**Ongoing monitoring sheet – SSM**Removal from extra-curricular program* |
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| **Level 2****High level** | Plagiarism or copyright infringement involving multiple components of the task.Facilitating plagiarism by providing work to other students.Sharing work with students in other classes to deceive teachers.Forgery or false representation of submitted work. | **Classroom Teacher and SSM***SSM Phone contact parent or guardian**Chronicle entry**Zero marks given and entire task to be resubmitted and authenticated within 3 school days* |
| **Level 1****Low level** | Plagiarism or inappropriate sharing of work that contributes to a small part of the overall task. Examples:Failing to reference information from external sources.Sharing small sections of work with another student, that is then copied. | **Classroom Teacher** *Restorative conversation**Chronicle entry* *No marks allocated to task* *Relevant parts of the work resubmitted by student within 2 school days* |

Please note: penalties for plagiarism in tertiary institutions, workplaces and industry are severe. Penalties include: expulsion from university, instant dismissal and lawsuits.

**Conclusion**

This policy has been developed for the protection of Auburn High School students who observe the guidelines for honest authorship, and for the protection of our academic community’s integrity.

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