

Port Allegany Senior High English Plagiarism Policy

Definition

Plagiarism is defined as claiming or using another's work as your own without proper attribution. This act includes the copying of information word-for-word from any source, changing a few or some of the words by inserting synonyms, and/or representing an idea as your own without citing the source. Plagiarism is presenting someone else's writing, ideas, music or photography as one's own without crediting sources.

Some Examples of Plagiarism

Using an author's work, resources material, Internet or another student's work

Using direct quote, but not placing it in quotations

Using information from a source, but not crediting the original source

Copying, turning in someone else's paper as one's own work

Copy and pasting from an electronic source

Changing some of the words and/or syntax

Lacking documentation in paraphrasing, summarizing and/or direct quotation

Penalties

Offence	Conference
1st offence: 9-12 grades: 0 grade with option to revise for 50%	Classroom teacher Inform parent
2nd offence: 9-10 grades: 0 grade with option to revise for 50% 11-12 grades: 0 grade, no options to revise	Classroom teacher Inform parent, principal, department chairs, and guidance

How to Inform Faculty

- In service meeting in August
- Document of policy
- Inform other departments how the policy is used/instructed

How to Inform Students

Handbook clause 07-08, placed in Section III, before Courses or applicable part.

Written in student handbook and stressed by all teachers

Classroom teaching during research and writing projects

Introductory letter given to students, signed by parent/guardian detailing policies, expectations, and other course requirements

Students of problems: Taught/reminded of plagiarism policy in beginning of year and as associated assignments are given/due

Advise in writing and in person anytime plagiarism is detected in his/her work

Informative reminders in class setting and/or included with assignment

Instruction, syllabus, school website, classroom web pages

Senior Project: Students must sign an integrity statement that is attached to the final project.

How to Inform Parents

Letter containing policy document and penalties

Handbook, classroom letter, superintendent's letter

Information sent home, "ignorance of the "law" is no excuse"

Advise in writing and conference if first attempt by student to correct the problem fails

Syllabus, school website, classroom web pages, letters to parents, superintendent's notes, progress reports, parent/teacher conferences