RATIONALE

All students are required to complete assignments for all subjects throughout the course of study. Assignments are set so that students can demonstrate their learning and achievement of course outcomes. All assignments are designed so that students are able to demonstrate their own learning not the work of someone else.

Students, when completing assignments will present research findings as part of the assignment. As part of assignments students will also include a list of references including web sites at the end of the assignment.

WHAT IS PLAGIARISM?

The Oxford Dictionary defines “Plagiarism” as taking and using another person’s thoughts, writings, inventions or ideas. In a way it is stealing from someone else, if you are passing this off as your work you are actually committing an act of ‘fraud’.

PRINCIPLES

- All assignments completed by students must be the student's own work;

- Students must not copy any part (words, phrases, sentences, paragraphs) of someone else's work whether it is from books, articles, news reports, encyclopaedias, pamphlets, internet sites or other students' work and pass these off as the student's work the source needs to be cited.

- Students must not submit work that has been completed by someone else such as a parent, brother, sister, friend or tutor or buy work that has been prepared and completed by another person.

- Students may use sections of text to support and / or illustrate ideas in the assignment as long as it is quoted and referenced – ie citing the source.
  - Any work that is directly quoted should have quotation marks and be Harvard referenced that is “quotation marks containing the quoted material” (Author's name, Year of Publication and page number in brackets) after the quotation.
  - If you are borrowing ideas that are not directly quoted from the text, the ideas should be acknowledged at the end of the section using Harvard referencing - (Author's name, Year of Publication and page number in brackets)

- A bibliography or list of references is to be included at the end of all assignments. References will be acknowledged as follows
  
  Author's Name; Title of Text; Place of Publication, Publisher, Year of Publication.

  Web Site URL; Title of Text from Site. (See over for how to reference sources)
CONSEQUENCES

Those students who break copyright or plagiarise work will

- have their assignment cancelled and it will not be included as evidence of achievement of course outcomes. The assignment will be registered as a 0 attempt. An ‘N Warning Letter’ will be issued.

- In some instances students may be able to resubmit their work if agreed to by the Head Teacher.

How do I avoid plagiarism – copying someone else’s work?

(i)  When reading through sources put things in your own words when you write it down.

(ii) If you copy words, phrases, sentences or paragraphs put inverted commas around it with the source written after it. This will help you ‘cite’ the reference.

(iii) After you write down your quoted source try to phrase the idea in your own works.

(iv) Make sure that you include a bibliography or list of references at the end of your assignment.

Listing your references

Books  Author’s family name, Author’s given name or initials, Title of the book (in italics or underlined); Place of Publication, Publisher, date of publication.

Articles (Magazines, Journals etc)  Author’s family name, author’s given name or initial, Title of article (in inverted commas), Name of Journal, Magazine (in italics), Publication date, pages.

Web Pages  Author of the Site or the Organisation or owner of the site; web address (url) date accessed.

Film  Director’s Name; Title of Film (use italics), Place of Release, Company, date of release.

All students in Term 4 of Year 10 will complete the Board of Studies course “All my own work” which gives students understanding of the issue of plagiarism.