

Sample Plagiarism Policy

What is Plagiarism?

The word Plagiarism came from the word [kidnap](#). Think about it: If you copy and paste you are kidnapping the work of someone else. Plagiarism can be overt or covert—intentional or unintentional.

Think about the following:

Are you:

- kidnapping (copying) someone else's work and claiming it as your own?
- Intentionally copying and pasting to save time?
- Using someone's word without crediting them?
- Using an idea which came from some other source?

“In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.” [Plagiarism.org]

In today's copy-paste world, it is easy to “lift” text and forget to quote it. Use tools such as NoodleTools or EasyBib to help you track your sources.

What does plagiarism look like?

- Using text and forgetting to cite it
- Using another person's idea without asking or crediting it to them
- Buying a research paper
- Stealing a paper
- Letting someone write part of your paper...on your machine...for your assignment
- Getting too much help – even from your parents or friends

Is it only for writing? No.

- You could create or a song based upon a piece of music you barely changed and claim it was your own
- You could copy, borrow, or replicate some intellectual idea
- You could even copy a piece of artwork without crediting the original artist

Why should I care?

- Would you want someone to take a song you wrote and place their name on it and make a recording saying it was their's?
- Would you want to write a book and have someone else take it and market it as if it were their work?
- Would you want to hire a person who claims they had great grades and find out that they couldn't write to save their life?
- Would you want to be a newspaper publisher who found out your reporters were "stealing" stories from European newspapers?
- Would you want to be humiliated later in life when people find out about plagiarized reports, books, and other works that you [didn't] write earlier?
- Would you want people stealing your 'work' and avoiding paying you 12.5 billion dollars for illegal downloading?
- You sound smarter, if you don't cheat
- You will get smarter, if you try harder
- You will better prepare yourself for future work
- You will find it gets easier to write the more you do it
- Good writers are hard to find and it will be a valuable skill

Why citing sources is a good idea:

- Citing strengthens your writing.
- Citing reveals that you have researched your idea and synthesized all the information into your own body of work.
- Citing shows that you have reached beyond your own world and "listened to the ideas of others.
- Citing someone else, shows that other important people support your own thoughts.
- By quoting oppositional thoughts, you demonstrate that you have thought about both sides of an issue
- Citing makes you sound intelligent and will probably improve your grade

Avoiding Plagiarism:

The best way to avoid plagiarism is to develop good research habits.

- Write down the citation details of all sources you consult.
- Keep notes (paraphrased or quoted) and their citation details together.
- Learn proper paraphrasing – it isn't just changing a few words.
- In your notes, clearly differentiate among quotes, paraphrasing, summaries, common knowledge and personal opinion.
- Learn how to correctly cite different works

Possible consequences for cheating:

- Teachers will have to re-teach you skills of citation versus plagiarism
- You will have to re-do your assignment
- Your grades will be affected negatively
- You will be humiliated
- Your parents may be notified
- Your school record may be modified to reflect cheating

DISTRICT SPECIFIC CONSEQUENCES SHOULD BE INSERTED HERE... THE FOLLOWING SAMPLES PROVIDE SOME GUIDANCE:

Sample consequences as shared online by the Colton-Pierrepont Central School

Grade 6-8:

- Teacher will re-teach skills of citation versus plagiarism to student
- Student will redo assignment
- Assignment will be graded based on teacher's "late grade" procedure
- Principal and parents notified

Grade 9-10:

- Teacher will re-teach skills of citation versus plagiarism to student
- Student will receive a zero or redo assignment for a 65 (student choice)
- Principal and parents notified

Grades 11-12

- Student receives a zero for the assignment with no opportunity to redo
- Principal and parents notified

Sample Consequences as shared by Ballston Spa High School

Category 1: Graded Assignments (Projects, Research, Presentations, Tests, Quizzes, Exams, Essays)

1st Offense: The student will receive a warning with a maximum half credit on an alternate assignment for all parties involved. For example, if the original assignment is being graded on 100% and the student earned an 80% on the alternate assignment, the student's grade would be 40%. The teacher will call the parent(s) and documentation will be provided to the department administrator. The student's name will be entered into a plagiarism database to monitor student offenses.

2nd Offense: All parties involved will receive a 0% on the assignment. The teacher will call the parent(s) and a conference will be held with the department administrator, the teacher, the guidance counselor, the parent and the student. Again, the offense will be updated in the plagiarism database.

3rd Offense: All offenses beyond the second offense will be referred to a district level administrator.

*All offenses are cumulative throughout the student's high school career. A student may commit his/her first offense in ninth grade. If that same student violates the policy as a senior, that offense will be considered his/her second offense.

Category 2: Homework/ Classwork

All parties involved will receive a zero on the assignment. The parent(s) of the student will be contacted upon the third Category 2 offense.