



CATHOLIC COLLEGE SALE

Plagiarism Policy

1. Purpose

Catholic College Sale values excellence in learning and respect for the intellectual property rights of others. All academic work, written or otherwise (including oral and visual presentations), submitted by students to their teachers is expected to be the result of their own thought, research, or creative ideas expressed in their own words.

Submissions to teachers must be original, or respect the intellectual contributions of others through correct referencing. In the Student Diary, the College outlines bibliography instructions and expectations.

2. Definition

Plagiarism is defined as stealing and passing off the ideas and words, and pictorial material, of another as one's own, when they actually come from another source. This source may be written, oral or electronic, and includes copying/pasting from the Internet.

3. Examples

The following are examples of plagiarism where appropriate acknowledgement or referencing of the author or source does not occur:

- copying someone else's work in part or in whole and presenting it as their own;
- using material directly from books, journals, or digital sources without reference to the source;
- paraphrasing of another's work closely, or parts of these, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- copying images or text from the Internet and presenting it as their own work;
- taking the ideas of others without reference to the source;
- handing in work to which another person such as a sibling, friend, parent, tutor or subject expert has substantially contributed;
- students who bring prepared or prohibited materials into an examination room, a SAC or a test;
- students who seek the assistance of another student during an examination, SAC or test.

4. How to Avoid Plagiarism

To avoid inadvertent plagiarism, students should use these techniques:

- understand and use referencing techniques; acknowledge sources (by way of references and a bibliography);
- when quoting, put the words in quotation marks "like this", and acknowledge the original author;
- use a large variety of sources, this will strengthen the writing and make plagiarism less likely;



5. Possible Consequences

If a teacher reasonably believes, based upon significant evidence, that a student has been guilty of plagiarism or assisted another student to do so, then that student may be subject to any of the following penalties, depending on the nature and extent of the plagiarism:

- verbal warning;
- incident recorded on SIMON;
- plagiarised sections eliminated/ignored and assignment marked on what remains resulting in;
- reduction of marks for the assignment, or
- no marks given at all for the assignment (N Grade);
- insistence on student re-writing the assignment (or a similar one), using original ideas or style;
- written notification to parents/guardians, possibly with interview;
- referral to Assistant Principal – Learning and Teaching or Director of Learning and Teaching for additional discipline;
- any staff member that suspects a student has plagiarised, colluded or cheated must report the incident to the Learning Area Leader and document the incident onto SIMON.

Consequences VCE

- the SAC/SAT will not be assessed;
- the student will be given a zero grade for the SAC/SAT (both Unit 1/2 and 3/4).
- the student will run the risk of receiving an N for the VCE Unit unless they are able to demonstrate achievement of the outcome by other means of assessment;
- students who plagiarise a SAC/SAT, once given a zero grade, will not be given an opportunity to redeem their SAC/SAT performance.

6. Process

The following process should be followed:

- student is notified;
- incident is recorded on SIMON;
- Learning Area Leader is notified;
- resulting grade is reflective of the plagiarised work.

7. Review

Catholic College Sale is committed to a regular review of policies for overall effectiveness and to ensure compliance with related laws, regulations and standards.