

# Dainfern College High School Plagiarism Policy

(Last updated January 2022)

## 1. Policy framework

This document will remain a living document and will be updated, changed and improved upon as and when deemed necessary, in order to record clearly the stand that Dainfern College takes on plagiarism.

## 2. Introduction

This policy serves to address issues around plagiarism in line with those of both national and international academic institutions and assessment bodies. Dainfern College takes a firm stand against any plagiarism committed by students in completing their work.

## 3. Principles

At Dainfern College we believe that plagiarism is a totally unacceptable practice and not in line with the values and standards that we set as a top academic institution.

## 4. Definitions

For the purpose of this Policy, plagiarism is defined as “the taking of the work or the idea of someone else and passing it off as one’s own”.

### A student is guilty of plagiarism if:

- The student copies from another source without acknowledging the source.
- The student lets someone else write a piece of work for her/him.
- The student submits someone else’s work as his/her own.
- The student steals an idea or concept without acknowledging the source, and uses it as his/her own.

*Adapted from the Indiana University Policy on Plagiarism [Accessed 7 January 2022]:*

<https://archives.iupui.edu/bitstream/handle/2450/8341/2006-9-22%20Handout%20PlagiarismInclusion.pdf?sequence=2>

### Types of plagiarism

- 4.1 Word for word (verbatim):** This type of plagiarism refers to the lifting of phrases or paragraphs that have been used in a piece of work, without quotation or reference.
- 4.2 Mosaic:** This is the process of using embedded keywords or apt phrases (“catch phrases”) from a source, without differentiating it from your own writing. This often amounts to the stealing of ideas.
- 4.3 Paraphrasing (cosmetic changes):** This is the process of substituting keywords in the text. It is recognisable as it results in approximately the same number of words or length of writing.

- 4.4 Summary of a single source:** Here the entire piece of work is based on a single source, which is merely summarised. It is shorter in length than the original, but may lose continuity of argument, shift the emphasis or leave out essential aspects.
- 4.5 Misrepresentation of source material:** This is where information is taken out of context and loses its original meaning, or is adapted to suit the argument of the writer, e.g. the statement that “Money is the source of all evil” where in fact the Bible states that “The LOVE of money is the source of all evil”.

## 5. Process for the control of plagiarism at Dainfern College

- 5.1 Communication:** It is of vital importance that all students, educators and parents are aware of both the importance and the disciplinary consequences of any plagiarism occurring within the Dainfern College academic programme.

All teachers are required to communicate Dainfern College’s standpoint to students and parents and take the necessary steps to implement it in its totality. A copy of the definition and the types of plagiarism issued to all teachers is to be prominently displayed in classrooms for easy reference.

In order to lay down the expectations in relation to plagiarism at Dainfern College, the following steps have been put into place:

### A. Teachers

Ongoing training regarding plagiarism will be done. Teachers will do regular checks on students’ work, which may include electronic checking.

### B. Students

Students will be trained at various levels, in both the Preparatory and High Schools, supported by re-enforcement within individual subjects.

### C. Parents

The Plagiarism Policy associated with Disciplinary Procedure is available on the school website and included in the information given to new students on registration.

- 5.2 Disciplinary Procedure:** In the event of a student being caught plagiarising in any way; the disciplinary procedure will be as follows:

- **First offence:**

*In the case of blatant, word-for-word plagiarism:* The student will be given zero for the task and parents will be informed by the Head of Subject. This will be recorded on Ed-admin by the Head of Subject so that misdemeanours across subjects can be tracked. The student will be given the opportunity to redo the task in order to derive the academic benefit of completing the task **properly**.

If a student willingly gives their work to another student to use as his or her own work, they too will receive zero for the task.

*In the case of other types of plagiarism:* The student will be warned and given the opportunity to redo the task. Parents will be informed by the Head of Subject and the incident will be recorded on the student’s Ed-admin record so that misdemeanours across subjects can be tracked.

- **Second offence:**

The student will be given zero for the assignment and there will be no opportunity to redo the task. The incident will be recorded on the student’s Ed-admin record and a meeting will be held with the student’s parents and House Director.

- **Further offences:**

The student will be referred to the Disciplinary Committee and the consequences will be severe as per the Disciplinary Policy.

NOTE: In all cases, the Appeals process, as stipulated in the Disciplinary Policy, will be applicable.