

## Plagiarism Policy

Plagiarism can be defined as submitting another person's ideas, words, images, or data without giving that person credit or proper acknowledgement. Plagiarism, a form of academic dishonesty, is equivalent to stealing and will not be tolerated. Because of the increased prevalence and the ease of copying other people's work, the teachers and administration of Westisle Composite High School feel the need to inform students how to maintain their integrity and academic standards.

"Cutting and pasting" does not "cut it" in the academic or the real world.

In order to clarify what constitutes plagiarism, you should be aware that you have committed plagiarism when you:

- Use phrases, quotes, or ideas not your own;
- Paraphrase the word of another, even though you may have changed the wording or sentence structure
- Submit a paper written for another class (academic dishonesty);
- Submit a paper from an essay service or agency, even though you may have paid for it;
- Submit a paper by another person even though he or she may have given you permission to use it.
- Directly copy an assignment from another student, either with or without his or her permission
- Give an assignment to another student to copy in whole or in part and claim as his or her own.

Be aware that plagiarism may be applied to ALL assignments in class, not just papers. This includes (but is not limited to) worksheets, tests, quizzes, and bookwork. *Students are expected to complete their own work.*

If students do not understand an assignment or do not have time to do it, they need to see the teacher rather than turning in plagiarized work. **If students are not sure how to cite something, they must see the teacher.**

### Procedure for dealing with suspected plagiarism.

Any paper or student work that is suspected of plagiarism will be copied with the student's name blacked out. Work will then be submitted to a committee of English teachers where the student's work will be reviewed independently and then collaboratively. Students found to be guilty of plagiarism will automatically receive a zero on the assignment. They may also receive the following punishments: contact with parent/guardian, detention, and/or suspension. In all cases, a note will be placed in the student's file (as with any serious school incident). Further incidents may lead to loss of credit.

***I have read and understand these rules regarding plagiarism and have discussed them with my child. I understand that my child may receive a zero on assignments and may receive disciplinary action for turning in work that is not their own.***

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

If you have any questions please contact your child's teacher at this address: \_\_\_\_\_

***Contract must be returned by the end of the first full week of class. A copy may be seen on the school web page.***