

## **GOLDEN HILLS LEARNING ACADEMY PLAGIARISM POLICY**

Golden Hills Learning Academy regards academic honesty as essential to learning concepts and developing skills. Therefore, it is expected that all school work submitted for the purpose of meeting course requirements represents the original efforts of the individual student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, and scientific research. All work submitted by a student should be a true reflection of that person's effort and ability. If such is not the case, then the student will be subject to disciplinary action.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created production without crediting the source, or committing literary theft.

Examples include the following:

- Turning in a paper or assignment retrieved from an Internet source as one's own (ie. Course hero)
- Using another student's or person's work in whole or part and handing it in as one's own
- Turning in your own past work or including aspects of past work that is not cited
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of piece of information which you found from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source
- Using online translators or rewording tools for assignments and assessments to simply reword an original source without citing it
- Taking your own work that has feedback and corrections attached and sharing it with others to use as their own. All feedback provided by teachers is copyrighted material.
- Uploading any assignments that are owned by a teacher at a school is posting copyrighted material and is considered plagiarism.

## **Guidelines for maintaining academic integrity:**

### *Teachers will:*

1. Instruct students in the definition of plagiarism and on the methods for properly citing sources
2. Use age-appropriate bibliographic methodology
3. Utilize instructional strategies for prevention
4. Monitor incremental progress of the completion of the projects when appropriate

### *Students will:*

1. Demonstrate an understanding of academic integrity
2. Properly cite sources and use appropriate bibliographic methodology
3. Provide further clarification of the submitted assignment upon request
4. Provide all original sources for the assignment upon request

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, Golden Hills Learning Academy will follow the policy on plagiarism as outlined below:

### **First Instance**

Plagiarism will result in an incomplete on the assigned paper or project. Teachers will provide written documentation of the plagiarism and will use the following procedure:

- A. Discussion with the student who will be given an opportunity to redo the assignment according to teacher specifications within a set period of time
- B. If the assignment is not satisfactorily amended, teacher will call parents/guardians/partner to set up a plan to redo assignment
- C. If not amended, referral to the school principal or assistant principal
- D. Call to parents by the administrator or teacher

### **Second Instance**

A second plagiarism offense will be referred immediately to administration and students may not be given opportunity to redo assignments. Repeated offences will affect a final grade, as there will be insufficient evidence of understanding.