

## Rationale

Hazel Glen College emphasises the values of respect and responsibility. We expect our students and staff to act with integrity and honesty in their daily conduct and in all aspects of College life. This includes submitting work that is the students own or has been referenced appropriately. For Senior School students, this policy is to be read in conjunction with the College's current VCE / VET /VCAL handbook.

## Aims

To have a clear understanding of what plagiarism is, how it can be avoided and how the college will handle accidental and deliberate acts of plagiarism.

Hazel Glen College expects all students, parents and teachers to be aware of this policy and comply with it.

## Definition

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. It is considered a form of theft and can break copyright laws. It is considered to be academic dishonesty with potential serious academic consequences. It not only includes written content, such as essays, articles and publications but also works of media such as music, designs or art.

There are different occasions in which students must be aware of using referencing. These include when;

- quoting: to use the author's words exactly. Quotation marks are used to enclose the "words" to indicate a quote.
- summarising: to condense the main ideas presented within a text.
- paraphrasing: to take another person's ideas or words and put it into your own words to demonstrate personal understanding.

## Implementation

### 1. Students

1.1. Students are expected to be responsible for their own learning and the content they create and submit. Students are also expected to demonstrate respect for themselves and the work of others by being honest and ethical about their learning practices and submitted work.

1.2. To avoid plagiarism, students should:

- a) keep confidential all details of a task done under any test conditions.
- b) submit work that is only their own.
- c) never copy the work of another student or provide copies of any work to another student.
- d) never have someone else do their work (such as a family member, friend or a tutor).
- e) never directly copy passages from a language translator device and include it into their own work.

- f) not attach their name to any group assignment to which they have not contributed.
- g) only submit an assignment or project to one subject area.
- h) clearly reference/quote any phrases or statistical information in submitted work based on the expectations set for their year level.
- i) ensure they have correctly referenced sources based on the expectations set for their year level.
- j) VCE / VET / VCAL students must follow the authentication procedures, rules and expectations as defined in the current Hazel Glen College Student VCE Handbook.

## 2. Teachers

### 2.1. Teachers are expected to:

- a) model correct procedures when referencing sources
- b) use copyright material in line with the Victorian Department of Education's policy and / or the Federal laws of Australia.
- c) support students to understand the concepts of plagiarism and copyright theft.
- d) teach students the skill of paraphrasing in demonstrating personal understanding and meaning gained from others' ideas and knowledge.
- e) teach students the skill of referencing and quoting material appropriate to developmental skill and ability.
- f) clearly indicated the nature and expectations associated with assessment tasks.
- g) inform students of any amendments to assessment plans providing a reasonable timeframe for completion and inclusion of references.
- h) make submission dates clear to students.
- i) respond to acts of plagiarism

### 2.2. Teachers may respond to acts of plagiarism in the following ways:

- a) discuss the concepts of plagiarism and copyright theft with the student.
- b) conference with students to support building of skill-base to paraphrase.
- c) request resubmission of work.
- d) refer parents to this policy to clarify expectations
- e) report ongoing acts of plagiarism to Heads of Teaching and Learning who will request a meeting with students and parents.

### 2.3. VCE / VET / VCAL teachers must follow the authentication procedures, rules and expectations as defined in the current Hazel Glen College Staff VCE Handbook.

### 3. Investigation of plagiarism, copyright theft or a breach of VCAA rules

3.1. The College will:

- a) investigate and address referred matters of concern regarding plagiarism and copyright theft, fairly and reasonably.
- b) make final decisions regarding repeated or blatant plagiarism acts and whether such acts will result in the award of a 'not assessed' grading.
- c) investigate suspected breaches of VCAA rules. This will be handled by the Assistant Principal for Senior School and/or the Head of Senior School in line with the procedures outlined in the current Hazel Glen College VCE student handbook.

### 4. Referencing style

4.1. There are many different styles for referencing material in essays and assignments. Hazel Glen College preferences the current Harvard style of referencing.

### Related Policies / Documents

<http://www.education.vic.gov.au/school/teachers/management/Pages/copyright.aspx>

<http://www.education.vic.gov.au/Documents/school/principals/management/copyrightguides ch.pdf>

Hazel Glen College's current VCE / VET /VCAL handbook

### Evaluation

This policy was created in Term 4 of 2017.

This policy will be reviewed as part of the College's review cycle.