Plagiarism (Student Document)

What is Plagiarism?
Plagiarism is the passing off of the thoughts or works of someone else as your own. It may be deliberate (where it is clear that this was your intent) or accidental. If you quote directly, paraphrase or use someone else’s ideas, text or images, the author and the source must be clearly identified.

Examples of sources that must be identified include the following, regardless of where you access them:

- **Text**: textbook, non-fiction, magazines, encyclopaedias, newspapers, internet sites. You must not copy or paraphrase a large amount of information directly from a book or the internet without acknowledging your source.

- **Images**: maps, drawings, charts, diagrams, photos, works of art

- **Music**: Sheet music, film clips, C.Ds

- **Electronic Resources**: Internet, software, CD ROMS; online resources such as encyclopaedias

What are your responsibilities?

If you use any of the above you must acknowledge your sources in a bibliography (Years 3–12) and with footnotes/ endnotes/ within text (Years 9–12), or you are plagiarising. *If in doubt, check with your teacher or a librarian.*

Why is Plagiarism Wrong?

Plagiarism is stealing. You are using someone else’s work as your own. By borrowing ideas from someone else and copying them you are not learning and progressing as an independent thinker. Our School Goals refer to the ideas of “personal growth in an atmosphere of wise freedom” and “a deep respect for intellectual values” (Goals 2 and 5). Plagiarism is contrary to these beliefs and directly opposes our educational values at Kincoppal-Rose Bay.
You would not like people copying your work and handing it in as their own; this is equally true for people who create information for your use. It is fair and just to acknowledge their work in the creation of your assignment.

**How do I avoid Plagiarism?**

- Read information from a variety of sources and note key words and phrases.
- Cover the original sources.
- Reconstruct the meaning using key words and phrases and your own thoughts.
- Use quotation marks if you are quoting directly.
- Acknowledge all sources and images by writing a title under the picture or diagram. This should include the author and the source. Make sure a reference to the image appears in your bibliography.
- Use a bibliography. You can access a template in Word by clicking on “file” and then “new”.
- Complete an assignment checklist supplied by your teacher with your assignment.
- Check your diary and ensure you have set out your footnotes (Years 9-12) and bibliography (Years 3-12) correctly.

**What could happen if I plagiarise?**

One or more of the following penalties may be used:

**Deliberate Plagiarism**
- Loss of marks or a zero mark
- An interview with your teacher to clarify your understanding of the assignment and plagiarism.

**Accidental Plagiarism**
- Warning and support.
- A mark penalty (this may be incorporated in the marking guidelines of your assignment)
- An interview with your teacher to clarify your understanding of the assignment, as well as your understanding of plagiarism.

**Examples of Plagiarism**

It would be considered deliberate plagiarism if you:
- Used a tutor to write your assignment or complete your homework. This is also cheating.
- Used a picture or diagram in assignment and did not give it a title and identify the author or the source.
- Cut and pasted information from the internet without enclosing it in quotation marks and citing your source.
• Copied or paraphrased information from a book and handed it in as your assignment.
• Used music or film without acknowledging the composer or producer.

For more information refer to:
The 2008 School Diary
Posters in the school libraries
Reading, Writing, Research Skills booklet
Your teacher or librarian
KRB Start: Information Skills. This link provides access to
  • Research guides
  • Years 3-6 Bibliography Scaffold
  • Years 7-8 Bibliography Scaffold
Assignment Cover Sheet