2022-2023 Henry Street High School Plagiarism and Cheating Policy

Please note that the Plagiarism and Cheating Policy listed in the 2022-2023 School Agenda on page 14-15 is incorrect.

The late assignment policy is correct!

Here is what is in the current agenda (from the 2021-2022 school year):

Plagiarism and Cheating

- Cheating is the use of unauthorized materials, items or devices to gain an unfair advantage in school work (especially graded assignments, tests or exams), and includes copying another's work, and allowing one's work to be copied by another. The unauthorized use of information from print, electronic devices or other sources is considered cheating. Any student who is cheating will receive a zero on that assignment or portion of the test and may be suspended from school.
- Plagiarism is a form of cheating that is defined as the use of the thoughts or ideas of someone else by a student without crediting the source. Use of part or all of any other person's book, essay, magazine article, chart, drawing, diagram or any other piece of work in an assignment without proper acknowledgement is plagiarizing. Submitting an assignment written by anyone else or presenting information taken from the Internet as one's own is plagiarizing. Submitting your own work twice for 2 different courses can be considered plagiarism.
- The use of translation software including online translators in a language course can be considered a form of plagiarism.
- A variety of plagiarism identification methods may be used by the school including; teacher identification based on monitoring during the development process; internet searches to identify sources of unusual wording or phrases in a student's work and or third-party plagiarism tracking software.
- Students who do not submit their work through 3rd party plagiarism tracking software must submit all of their detailed process work.

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- For incidents where a student is found to be plagiarizing, the student will be sent to the appropriate administrator. The administrator will put a private note on the student's file, recording the incident. The consequences are:

   First time – student may rewrite, but will be graded out of 50%

   Second time – automatic zero

Other supports may include:
- plagiarism education session (see Research Continuum Skills below);
- parent/guardian involvement;
- increased monitoring of future assignments;

Included below is the new 2022-2023 Plagiarism and Cheating Policy that corresponds with our Research Continuum of Skills Policy, that will be addressed within the curriculum throughout each grade level (as found on pages 15 – 19 of the 2022-2023 Student Agenda).

Plagiarism and Cheating:

Plagiarism is defined as the use of the thoughts or ideas of someone else by a student without crediting the source. Use of part or all of any other person's book, essay, magazine article, chart, drawing, diagram or any other piece of work in an assignment without proper acknowledgement is plagiarizing. Submitting an assignment written by anyone else or presenting information taken from the internet as one's own is plagiarizing.

A variety of plagiarism identification methods will be used by the teacher, including Turnitin.com, as part of the writing cycle, Internet searches, and monitoring of process work.

Cheating is the use of unauthorized materials, items or devices to gain an unfair advantage in school work. Cheating includes copying another's work, allowing one's work to be copied by another, or submitting an assignment in multiple classes.

Where a student is found to be plagiarizing or cheating, the teacher and/or school administrator will consider the student's grade level, the severity of the offense,

the degree of intent, and whether the student is a repeat offender. Consequences might include:

- *Resubmission of the work with proper citations and paraphrasing*
- *Completing a new learning task that addresses the same curriculum expectations*
- *A zero on the assignment*
- *Plagiarism education sessions*
- *An office referral*

To avoid plagiarism, students should keep the following points in mind:
- Take point form notes from secondary sources. Document the notes with page references and Works Cited/References.
- Paraphrase ideas that are not your own.
- Quote words that are not your own.
- Provide in-text citations and a corresponding Works Cited/References entry for ideas and words that are not your own
- Review the Turnitin.com Originality Report before the final deadline of a writing assignment. Speak to the teacher if you have any questions about what the report flags as unoriginal.