

Spring-Ford Area School District

Plagiarism Policy

Signature Form for Parent/Guardian and Student

243. PLAGIARISM

1. Purpose

The Board recognized its responsibility to protect the original ideas and statements of those who provide materials for school use. This policy is meant to uphold standards of academic integrity and to help students develop intellectually, creatively and ethically.

2. Definition

Plagiarism, the theft of intellectual property, is the use of and representation of another person's *ideas* or words as your own. This definition applies to *ideas* or words taken without proper acknowledgement from any published source, from any site on the internet, or from work completed by another student. This includes copying word for word without correctly documenting the source, paraphrasing someone else's work without giving credit, or submitting someone else's work as your own. It also includes cutting and pasting from any internet site.

Plagiarism may take several forms, including the following:

1. Copying word for word from any outside source without proper acknowledgement. This applies to the use of an entire paper, to the use of entire sections and paragraphs, and to the use of a few words and phrases.
2. Paraphrasing ideas from any outside source without proper acknowledgement.
3. Submitting in whole or in part a paper written by another student.
4. Allowing one's essay, assignment, or test answers to be copied by another student.

Other

Students are not to submit in whole or in part an assignment written for another course.

3. Authority

The Board will not assume responsibility for any act of plagiarism by students. To avoid any inference of plagiarism, students should acknowledge any work that is not their own (i.e. language, ideas, diagrams, charts, art, music, computer software, video, etc., which are not original must be documented). The School Board, recognizing that plagiarism is theft of intellectual property, commits to encouraging strict academic integrity and to helping students develop ethically by adopting the following plagiarism policy.

4. Guidelines

A student may be suspected of plagiarism whenever his/her writing closely resembles another piece of writing familiar to the reader or when ideas and sentence structure differ markedly from other materials written by the student.

In order to help students avoid plagiarism, the following action shall be instituted:

The District shall teach developmentally appropriate lessons in research skills at all grade levels as reflected in research component of the K-12 language arts curriculum.

The District establishes the following consequences for plagiarism:

1. Plagiarism which involves using phrases or lines of text without proper citation. This level of plagiarism will result in 10% reduction of the grade (Grades 7-12).
2. Plagiarism which involves using two or more paragraphs of someone else's *ideas* or words without proper attribution or repeatedly paraphrasing without crediting the source. Significant portions of the paper are not the student's own work. Students in Grades 7-8 will receive a minimum grade of "60" for the assignment. Students in Grades 9-12 will receive "0" for the assignment.
3. Plagiarism (Grades 9-12) occurs if most of the work has been copied from another source. This includes turning in a paper written by someone else. The consequences include a grade of "0" for the assignment and shall result in a notation on the student's permanent record.

I acknowledge that I have read this policy and understand its consequences.

(Student's signature)

(Date)

(Parent's or guardian's signature)

(Date)