



Bishops Plagiarism and Cheating Policy

As a 21st century school at which all learners have laptops, Bishops requires its learners to use the internet for a great deal of their work. In recognition of how easy it is to find and use online information and commit plagiarism, the School is committed to teaching the boys how to become ethical users of information, with the aim that by the time they leave school, they are responsible digital citizens ready for tertiary education and the workplace.

Definition of Plagiarism

Plagiarism is the act of using someone else's work – words, images and ideas - without proper acknowledgement, and passing it off as one's own. This is fraudulent and is tantamount to stealing.

Types of plagiarism include:

- Verbatim (word-for-word) copying, often achieved by using the 'copy-paste' function.
- Paraphrasing without acknowledgment: merely changing a few words in the chosen text.
- Using ideas generated by another person and presenting them as one's own.
- Submitting someone else's work or assignment as one's own.
- Giving one's work to another scholar to use as his own is also fraudulent, as one is complicit in the act of plagiarizing.

Processes used for managing plagiarism at Bishops

Communication:

- All learners, teachers and parents are made aware of the seriousness of plagiarising and of the consequences thereof.

Education:

- Boys are taught about plagiarism both in their lessons and in the Resource Centre from Grade 8 onwards.
- They are taught how to prevent plagiarism by referencing correctly using in-text citations and bibliographies, using the required referencing style.
- They are shown how to do responsible online research and how to identify reliable sources and fake news.
- They are made to understand the importance of academic integrity, critical thinking and independent thought.
- They are taught the importance of taking responsibility for their own learning and actions.
- Ongoing training will take place regularly during their College careers.
- Teachers are encouraged to set the example by referencing all their own work and will assist boys when setting assignments that require independent thought.

Use of Turnitin:

- This is an Internet-based plagiarism-detection service through which learners' assignments are run when submitted. This is used to help teachers identify plagiarism, but more importantly, it is used as a learning tool to show boys where they have committed plagiarism and how to rectify it.

Honesty Declaration:

- This is a declaration that boys are required to sign when submitting an assignment (individually or in a group) to acknowledge that they know what plagiarism is and that the work they have submitted is entirely their own. (Attached below.)

Support Resources available

- The Molteno Library website has a number of useful resources to assist with research and referencing <http://resourcecentre.bishops.org.za/>
- Turnitin for plagiarism detection
- The Molteno Library Resource Centre staff
- IT support staff

Awareness and application of consequences

- Learners and parents must be aware that Bishops does not tolerate any form of plagiarism and that consequences will be applied when a boy is found to have committed plagiarism.

Consequences

Various levels of consequences will apply depending on the severity of the act and will be determined by the teacher.

Level A: Obtained and used occasional passage(s) from other sources (such as another boy's work, the Internet or reference sources) but much of the work is his own.

OR

While the work is clearly his own and his 'voice' is evident in the writing, he did not include in-text citations and /or submit the reference list of his sources.

Consequence: Zero marks for the portion impacted by the plagiarism. The policy is verbally reiterated to the scholar. Required to rework the assignment and resubmit.

Level B: Cut-and-pasted from other sources (such as another boy's work or reference sources) without doing his own synthesis on those passages. Turnitin will pick up this type of plagiarism.

Consequence: Zero marks. Disciplinary meeting

Level C: Copied from one source (maybe another boy) and submitted 'as is'. Turnitin will pick up this type of plagiarism.

Consequence: Zero marks. Disciplinary meeting. Written letter of warning.

A repeat offence may result in a disciplinary hearing.

CHEATING

Definition of Cheating

Cheating refers to the possession of items that explicitly are not permitted in an assessment, or an attempt to acquire or provide information during an assessment conducted under controlled circumstances.

Various forms of cheating are identified, and standard responses to those situations act as a guide for staff on how to handle them. Thus this document is intended as a guide for learners and staff alike. At all times it will be important to take into account the boy's intent, as far as possible, and to be reasonable about misunderstandings; conversely, it is also vital that each episode is considered in the light of the boy's past history in this regard. For that to be possible, it is crucial that the history is maintained, and therefore, in all cases, a record of the event must be made in the Tutee Note section of the boy's profile. Even suspicions not acted on should be described there.

Of course all plagiarism is cheating, but there are many other ways in which boys can be guilty of cheating. In what follows, the word 'test' covers any exercise designed to arrive at a mark that will be recorded, and certainly includes all exams.

Possible Levels of Fault

- A. Reading or copying from another boy's work during a test or allowing someone to copy from you during a test
- B. Bringing illicit material to a test, or having illicit material during a test, or using disallowed equipment (e.g. cell-phone, textbook)
- C. Altering scripts after they have been returned, or trying to deliver answers in an unauthorised way after all scripts have been collected
- D. Accessing test papers in an unauthorised way, disseminating test papers, attempting to gain foreknowledge of question papers or their content

Possible Standard Reactions to Fault

- A - C: Disciplinary Meeting. Zero marks.
- D. Disciplinary Hearing. Zero marks

In all cases a Tutee Note is required.



Bishops Individual Work Honesty Declaration

Plagiarism is using someone else's work (words, ideas, graphics) and presenting it as your own, even if you are working as a group. Plagiarism can be prevented by expressing the ideas in your own voice and correctly referencing your sources.

Assignment

Subject

Teacher

Declaration

- I acknowledge that plagiarism is wrong.
- This assignment is my own work.
- I have not copied or used part of a published work or another learner's work.
- I have acknowledged ideas obtained from all sources and have used the required referencing style for citing and referencing.
- I have expressed the ideas in this assignment in my own words and voice.
- I have not allowed anyone to copy or use my work.

Name: _____

Signature: _____

Date: _____



Bishops Group Work Honesty Declaration

Plagiarism is using someone else's work (words, ideas, graphics) and presenting it as your own, even if you are working as a group. Plagiarism can be prevented by expressing the ideas in your own voice and correctly referencing your sources.

Assignment

Subject

Teacher

Declaration for group work

- We acknowledge that plagiarism is wrong.
- This assignment is our own work.
- We have not copied or used part of a published work or another learner's or group's work.
- We have acknowledged ideas obtained from all sources and have used the required referencing style for citing and referencing.
- We have expressed the ideas in this assignment in our own words and voice.
- We have not allowed any individual or group to copy or use our work.

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Date: _____