



# Maple Hill School

SECTION	General School Administration
POLICY NAME	Plagiarism Policy
POLICY NUMBER	345
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## **Preamble**

Plagiarism is not to be tolerated at Maple Hill School. Plagiarism is when you present work to teachers and your classmates as your own when it is in fact taken from somewhere else or written by someone else. Plagiarism can also include work that is written in one language and then directly translated into another. In that circumstance, the words are not really your own and that of a translator.

## **Policy:**

For assignments, teachers at Maple Hill School will be checking in with students throughout the writing and design process of an assignment. What this means is that it is expected that students comply with teacher instruction. If a student fails in these circumstances to produce any work until the final product, the teacher will not mark the assignment. It is imperative that students are submitting their own work that is entirely their own. No growth or learning can happen if shortcuts are taken at any part of the writing process.

Plagiarism also refers to the copying of ideas. If students are writing their own words but are taking all their ideas from another source and not properly citing where they are getting that information from, that is also considered plagiarism as you are presenting ideas that are not your own.

Paying for writing services is also considered plagiarism. Students will often seek the help of tutors to help them with their writing. A tutor's job is to help you frame your words and work on the grammar and structure but it is not their job to rewrite whole essays or assignments. Students who use the services of a tutor, must indicate to their teacher that a tutor was used by making a note at the end of the assignment that states the tutor's name, their contact information and a brief description of what they helped with. If you can not answer questions related to your work, then it is not your work and that is plagiarism.

If a student does plagiarize, records will be kept for every offense. The consequence for each repeated offense will be as follows.

1st offense: Students are allowed to rewrite the assignment using their own words and under direction from their teacher.

2nd offense: A mark of zero will be given for the assignment and any subsequent assignments the student will be required to write their assignments entirely in the supervision of a Maple Hill School staff member throughout their entire time at Maple Hill School. If students need more than class time to work on an assignment, they will be under supervision of a Maple Hill School staff member after school and work will be submitted at the end of the day directly to the teacher. Depending on the assignment students may be required to use special computers that Maple Hill School will provide that has their internet disabled so students can not use online dictionaries or other online resources.

3rd offense: Student will be unable to receive a reference from any Maple Hill School staff member for their university applications.

4th offense: Student may be dismissed from Maple Hill School

In order to catch plagiarism, teachers will be using online tools as well as teacher intuition. Intuition is when a student produces work that is far beyond their level of which is displayed in class. Language development is a journey, there are no shortcuts. A person can't go from not being able to form coherent sentences and then produce an error free essay. If there is deemed a large gap when comparing the students current ability to what was handed in, students need to be prepared to answer questions related to their work. If students are unable to effectively answer questions around what they wrote, a teacher can report this to the principal and a mark of zero will be given for the assignment.

At the start of each semester, students are required to take the TurnItIn quiz on plagiarism and post their results screen to a special Microsoft Teams Channel. This quiz is to show that students understand what plagiarism is and agree that they will not plagiarise in their academic work. The quiz can be found at <https://www.turnitin.com/static/plagiarism-quiz/> more information can be found at <https://www.turnitin.com/static/plagiarism-spectrum/>

Students will hold the right to appeal a decision of plagiarism. Please see the general appeal policy for more information.