

Plagiarism and Copying of Work Policy

@5 August 2024

PURPOSE

To outline to our school community Mullauna College's policy requirements relating to plagiarism and the copying of work by students.

SCOPE

This policy applies to students in all year levels at Mullauna College

RATIONALE

At Mullauna College, all material submitted for assessment must be the student's own work. In the event of plagiarism or copying, consequences will apply to both the student who has plagiarised as well as the student whose original work has been copied. In addition to this Policy, VCE students must also adhere to Victorian Curriculum Assessment Authority (VCAA) authentication guidelines.

Definition:

Plagiarism is using ideas, work or words from another person (e.g. a student, an author) or source (e.g. online, AI, book) and presenting it as your own without appropriate acknowledgement of that source.

Preparing students for work and life beyond school is a critical part of our role as a school. Plagiarism is considered to be intellectual theft. In the adult world there are serious legal consequences for this behaviour. At a school level, it is considered a form of cheating. Both Mullauna Secondary College (MSC) and VCAA have strict guidelines about the penalties that will be incurred when students are deemed to have cheated.

The VCAA authentication rules for school-based assessment state that a student must:

- make sure that all work submitted for assessment is their own
- not plagiarise the work of someone else or other source
- not cheat
- acknowledge all resources used, including:
 - texts, websites and other source material
 - the name and status of any person or source who provided assistance and the type of assistance provided
- not receive undue assistance from another person, including their teacher, or source in the preparation and submission of work.
- Acceptable levels of assistance include:
 - incorporating ideas or material derived from other sources (for example, by reading, viewing or note taking) but which have been transformed by the student and used in a new context
 - prompting and general advice from another person or source, which leads to refinements or self-correction or both

- Unacceptable forms of assistance include:
 - use of or copying another person's work, including their teacher's work, another source's work or other resources without acknowledgement
 - use of or copying sample answers provided by their teacher, another person or another source
 - corrections or improvements made or dictated by another person, including their teacher
- not submit the same piece of work for assessment in more than one study, or more than once within a study
- not circulate or publish a piece of work that is being submitted for assessment in a study in the academic year of enrolment
- not knowingly assist another student in a breach of rules.

In considering if a student's work is their own, teachers should consider if the work:

- is atypical of other work produced by the student
- is inconsistent with the teacher's knowledge of the student's ability
- contains unacknowledged material
- has not been sighted and monitored by the teacher during its development.

MSC will attempt to reduce cases of plagiarism by:

- Making staff, parents and students aware of this 'Plagiarism and Copying of Work Policy' and consequences
- Making effective use of drafting and authentication processes
- Informing students and parents of any concerns when concerns arise
- Ensuring that staff set tasks that require reflection, analysis etc, not simply listing facts
- Ensuring that staff teach correct referencing techniques

MSC Expectations of students:

- i. Complete the set work as required
- ii. Abide by copyright procedures and not inappropriately use AI, or copy and paste from other students, texts and internet sites
- iii. Cite sources as required
- iv. Make all efforts to understand the material and present it in their own words
- v. Seek assistance from their teacher if uncertain

MSC Expectation of parents:

- i. Reinforce college values and expectations
- ii. Support but not 'do the work' for their child

MSC Expectations of Teaching Staff:

- i. Within Faculties, regularly consider the nature and purpose of assessment tasks and implications of changing technologies etc.
- ii. Within classes, teachers clearly explain the school's 'Plagiarism and Copying of Work Policy' and how it applies to their respective subject area
- iii. Within classes, teachers use learning data to know their students and their abilities, including formative and summative assessment
- iv. Carefully monitor and support students at risk
- v. Minimise opportunities for plagiarism by:
 - a. Ensuring students submit work on time and following up immediately if this does not occur
 - b. Ensuring work is assessed and returned as soon as possible, to avoid unnecessary copying.
 - c. Carefully consider, monitor and/or limit access to or reliance on IT in assessment tasks
 - d. Avoid setting tasks that simply require listing of facts
 - e. Avoid setting the same tasks from one year to the next
 - f. Discuss plagiarism issues with students and make expectations of this 'Plagiarism and Copying of Work Policy' clear when tasks are set
 - g. Demonstrate appropriate role-modelling through note-taking and referencing and provide clear examples of this

MSC Responses to student plagiarism

A. Plagiarism at VCE

The current policy on plagiarism for students undertaking VCE units is set by the VCAA and is published in the **MSC VCE Handbook**.

Processes and consequences for VCE, as outlined by VCAA, include:

- i. Notification in writing to the student that there will be an investigation. Parents must be notified of the situation and a meeting held.
- ii. Assessment will not occur until after the investigation has taken place and depending on the outcome of the investigation
- iii. Student may be required to submit evidence to prove ownership of their work
- iv. Student may receive detention or suspension
- v. Student may be required to resubmit all or part of their work and in some circumstances, work may not be accepted for assessment resulting in an N

Please refer to the **MSC VCE Handbook** for more information.

B. Plagiarism at Years 7-10 (Victorian Curriculum)

For our students at Years 7 to 10, there is a series of graduated consequences for those who have plagiarised others' work.

1. *First instance:*

- i. Student informed of the concern and counselled by the teacher, including explanation of the subsequent steps below
- ii. Teacher writes a Compass 'Academic Concern' chronicle to notify parents and Year Level Coordinator
- iii. Student will forfeit the performance result or grade for the assessment task
- iv. Student is required to complete and resubmit the task to receive an overall S result (once the resubmitted task is completed to a satisfactory standard)

2. *Second instance:*

- i. Student informed of the concern and counselled by the teacher
- ii. Teacher writes a Compass 'Academic Concern' chronicle to notify parents and Year Level Coordinator
- iii. Student Support Group meeting with parents, Year Level Coordinator and Head of Sub-School
- iv. Student will forfeit the performance result or grade for the assessment task (i.e. graded as 'N') with no opportunity for redemption

3. *Third or subsequent instance:*

- i. Student informed of the concern and counselled by the teacher
- ii. Teacher writes a Compass 'Academic Concern' chronicle to notify parents and Year Level Coordinator
- iii. Student Support Group meeting with parents, Year Level Coordinator and Head of Sub-School
- iv. Student will forfeit the performance result or grade for the assessment task (i.e. graded as 'N') with no opportunity for redemption
- v. Be subject to suspension procedures, in consultation with the Student Support Group meeting

References:

MSC Values & Philosophy

MSC Student Expectations and Agency

POLICY REVIEW AND APPROVAL

Policy last reviewed	5 August 2024
Consultation	School Council – July 2024 Staff meeting – August 2024
Approved by	Principal – Harry Ruff
Next scheduled review date	August 2027

Appendix 1. VCAA documentation

Ethical scholarship means that students are supported in the production of work that is honest, reliable and credible. This means that they are clear with their reader or audience about what work is their own, and that they acknowledge when other sources are used.

Ethical scholarship requires that students understand and honour the following:

- Honesty – students indicate clearly the work that is their own and the work that is someone else’s.
- Transparency – when quoting another author / expert from their research, students must do so accurately and cite each source used.
- Action – producing work for teacher assessment and feedback allows students to communicate their learning in their own words, and is both a right and a responsibility.

Each student deserves to be acknowledged and credited for their work. However, no student should be acknowledged or credited for work that is not their own including the work of peers and teachers. This applies to both individual and group tasks.

Claiming credit for the work of others is known as plagiarism.

Plagiarism is using other person’s work or words without any acknowledgement of that source.

The VCAA publish guidelines to mitigate against plagiarism in the *VCAA VCE and VCAL Administrative Handbook*.

1. Scored assessment: School-based Assessment (1.1, 1.2 and 1.4)

Breaches in rules and regulation and / or identification of plagiarism are considered as serious by the VCAA.

Information in the *VCAA VCE and VCAL Administrative Handbook* can guide schools and teachers on how to address any breaches.

- School-based Assessment: Breaches of rules and investigations (Section 10)

VCAA – p.86

The VCAA authentication rules for school-based assessment state that a student must:

- make sure that all work submitted for assessment is their own
- not plagiarise the work of someone else or other source
- not cheat
- acknowledge all resources used, including:
 - texts, websites and other source material
 - the name and status of any person or source who provided assistance and the type of assistance provided
- not receive undue assistance from another person, including their teacher, or source in the preparation and submission of work.
- Acceptable levels of assistance include:
 - incorporating ideas or material derived from other sources (for example, by reading, viewing or note taking) but which have been transformed by the student and used in a new context
 - prompting and general advice from another person or source, which leads to refinements or self-correction or both
- Unacceptable forms of assistance include:
 - use of or copying another person’s work, including their teacher’s work, another source’s work or other resources without acknowledgement
 - use of or copying sample answers provided by their teacher, another person or another source
 - corrections or improvements made or dictated by another person, including their teacher
- not submit the same piece of work for assessment in more than one study, or more than once within a study
- not circulate or publish a piece of work that is being submitted for assessment in a study in the academic year of enrolment
- not knowingly assist another student in a breach of rules.

In considering if a student’s work is their own, teachers should consider if the work:

- is atypical of other work produced by the student
- is inconsistent with the teacher’s knowledge of the student’s ability
- contains unacknowledged material
- has not been sighted and monitored by the teacher during its development.