

# (HIGH SCHOOL) English Department Plagiarism Policy

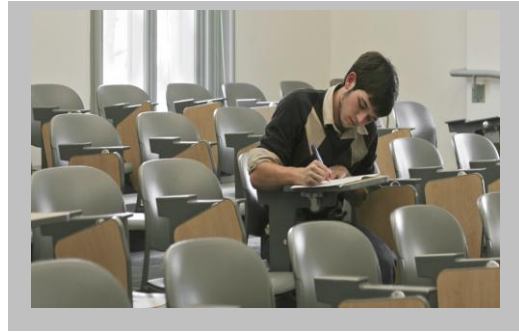
Here at HIGH SCHOOL, we place great importance on original and creative work. Anything less is disappointing and unacceptable. Your ideas are your intellectual property; the ideas of others are theirs. The work of any individual, including you, is protected by copyright laws and ethical standards.

## Plagiarism

The term “plagiarism” refers to any materials represented as the student’s own ideas which have been paraphrased or copied from another source, including those online, without proper credit. It may also include citing information not traceable to the document source. Learn the trade of writing—not the tricks of the trade; learn how to research—not how to cut and paste.

Any student who plagiarizes any work will receive a failing grade for that assignment. In addition, the teacher may elect to do any or all of the following:

- Notify parent
- Notify coaches, club advisors and administrators
- Lower citizenship grade
- Ask student to provide reference material
- Require an alternate assignment
- Withdraw academic or personal references



### TIPS:

**Don’t** think changing every third word makes it original

**Don’t** cut and paste and turn it in

**Don’t** think that because it’s on the Internet, it belongs to everyone



### TIPS:

**Do** explore the Internet, books, resources, and make notes on where you’ve gone

**Do** find your own voice

**Do** understand that we all stand on the shoulders of others, so give them credit

**Do** learn how to cite sources, paraphrase, and synthesize

**Do** hand in original work—even if it’s not perfect.

## Acceptance of Policy

WE HAVE READ THE PLAGIARISM POLICY AND ACCEPT ITS TERMS

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STUDENT NAME, PRINTED

STUDENT SIGNATURE

DATE

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PARENT NAME, PRINTED

PARENT SIGNATURE

DATE