



# Melrose High School

Marr Street Pearce ACT 2607



*"A community of learners building on a tradition of excellence."*

---

SCHOOL POLICY and PROCEDURE:	<b>Plagiarism POLICY</b>
APPROVED:	2008
REVIEW DATE:	2012
RELATED DET POLICY:	<a href="http://www.det.act.gov.au/policies/policies.htm">http://www.det.act.gov.au/policies/policies.htm</a>

---

## PLAGIARISM POLICY

Plagiarism is the presentation of another person's work or ideas, including work by another student, by reproducing, para-phrasing, summarising or otherwise presenting the work in altered form without acknowledgement.



### Teacher

If a teacher suspects that a work has been plagiarised he/she is to report the matter to the executive teacher.

The work is to be read by the executive teacher (or delegate) and at least one other teacher in the subject area.

An internet search should be conducted where appropriate.

### If evidence of plagiarism is found then:

The students involved should be interviewed separately in the presence of another teacher and the situation explained.

The students are to be invited to explain any directly plagiarised works.

The students are to be invited to resubmit the work.

Parents/carers are to be informed.

### If plagiarism is suspected but not proved then:

The teacher should interview the students separately and discuss the work with them.

The students should be: asked to explain the ideas in the work.

asked for their bibliography if not already submitted

### Penalties

If plagiarism is proved then the work will be awarded a zero.

Resubmitted work will have a deadline of one week from the time of interview.

This work will be penalised 25% of the final mark awarded.

Repeated cases of plagiarism by a student will result in a zero for the work and loss of the right to resubmit.

**A record of interview and outcome will be filed in the student's files in the KLA staffroom**