

Plagiarism Policy

The English Department at Cowan High School adheres to the rules and consequences for plagiarism stated in the Cowan Junior Senior High School student handbook under School Rules, number 10, as follows:

"Plagiarism, copying homework or any other method of taking credit for school work that is not your own will result in a 'zero' for the assignment and possibly a loss of class credit. Students will be considered in violation of this rule if they provide answers or let another student copy from them" (22).

Examples of Plagiarism

- "Paraphrasing someone else's words too closely." Paraphrasing means putting others' words into your own different words. The words and their forms must be changed; otherwise they are direct quotes. These words/ideas must then be properly cited.
- "Copying from another person's paper." Whether it is homework, a test, an essay or a research paper, copying is plagiarizing because you are using someone else's work without giving credit.
- "Hiring someone to write your paper for you" OR allowing or asking someone else to write your paper for you. Asking OR allowing ANYONE (including family members-parents/siblings-- or friends) to write a paper for you is plagiarizing.
- "Buying, stealing or downloading a paper from a Web site and claiming it as your own." Failing to cite your source AND failing to use quotation marks for direct quotes is plagiarizing.
- "Turning in your big sister's paper from last year."
- "Using someone else's ideas or materials without acknowledging them or without crediting the other person." "Crediting" means using parenthetical or other internal citations AND referencing those credits on a work cited or bibliography page.
- "Copying and pasting information from a Web site" or other resource without acknowledging its source in an appropriate format.

Adapted from the following:

Re: Plagiarism. Purdue University Online Writing Lab. E-mail to Margaret Chapel. 12 August 2006.

<http://www.collegeboard.com/splash>

Additional information is easily retrieved from the internet with a Google search of "what is plagiarism". In addition, you can find ways to avoid plagiarism by visiting the web, as well. One website, "Plagiarism 101", offers such examples: <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>. It is the responsibility of the student to verify that their work has been carefully reviewed for plagiarism and appropriate steps have been taken to correct the errors.

Another source available for student and parent review is the PowerPoint students viewed and responded to in class. Please check the Resources button on the class webpage. It can be accessed at any time through the link provided.

To help the students to that end, their work will be submitted to Turn-It-In, an online subscription service that locates and identifies plagiarized work. In order to access this website, your student must have a valid email address and password that he or she will remember and also retrieve emails from the service. The student will enroll himself or herself during class time one day within the next few weeks.

The attached form is to be signed by both the student and his or her parent or guardian once both parties have read the above information. Please note that failure to return an appropriately signed document does not relieve the student of the burden of plagiarism policy.

This policy sheet should be kept in class binder/folder at all times.

Plagiarism Policy Acknowledgment

Please Print Neatly

Student Last Name

Student First Name

Grade

Course

Teacher

Period

Please read, sign, and return.

My parents/guardians and I have read and understand the plagiarism policy of Cowan Junior-Senior High School as written in the student handbook. We have also discussed the plagiarism examples provided. In addition, we have also discussed the PowerPoint exercise presented in class and understand that it is always available for review from Mrs. Chester's Homeroom website. I understand that I can always ask a teacher about plagiarism and explore the topic on my own should I need more clarification.

We understand that plagiarism is a serious offense and that if I need clarification that I can consult a teacher or explore the topic from other resource if I am in doubt as to how or if to cite a source.

Signature of Student

Date

Signature of Parent

Date

Please Print Parent/Guardian Name