



The Southport School

Academic Integrity & Plagiarism Policy

What is Academic Integrity?

Academic integrity is approaching your school work and academic responsibilities in a moral and ethical way.

Breaches of Academic Integrity include:

- **Cheating** or seeking unfair advantage in exams or formal tests.
- **Plagiarising** the work of others, including making changes to words in a paragraph/s copied from another person/source in an attempt to claim ownership of the work.
- **Colluding** by providing your work to others.

'Palmam Qui Meruit Ferat' - Let he who merits it, bear the palm of victory.

To bear the palm of victory, you must merit it through your applied effort, free of cheating.

What is Plagiarism?

- Copying someone else's work without referencing the sources of the information.
- Claiming another person's work, or part of their work, as your own.
- Inappropriate paraphrasing of another person's quotes or text.

How to avoid Plagiarising:

- Never copy and paste from a book, online source, or a friend. You must write the information in your own words.
- Discuss work/assignments with classmates if permitted, but write independently in your own words.
- Reference all quotes and ideas as you write.
- Don't ask others for their work.
- Don't give others opportunity to copy your work.
- Start assignments early and plan ahead to ensure you are not tempted to take short-cuts resulting in plagiarised content.

What are the consequences of Cheating and Plagiarism?

- Breaches of Academic Integrity are recorded on the student's academic and administrative record.

Further consequences are determined by the Head of Learning and Teaching in consultation with the Head of Department and may include:

- Parent notification and consultation.
- Grade penalties for the assessment item.
- Disciplinary action.
- Loss of leadership or team position or responsibility e.g. Prefect, House leadership, sporting team.
- Removal from the subject.

What is Collusion?

- Giving your work to another person.
- The cooperation of two or more students in plagiarism or other forms of academic misconduct.

How to avoid Collusion while helping classmates:

- Discuss your work with classmates, but don't give anyone an electronic or hard copy.
- Give assistance to others verbally. This also helps consolidate your own learning.
- Don't put your classmate in an awkward position by asking him to give you his draft/work.
- If a classmate asks you for an assignment, politely refuse. Consequences will apply to you as well, if your work is copied.

How can I get help to avoid Cheating and Plagiarism?

- Regardless of your situation, resorting to plagiarism or cheating only makes your situation **worse**.
- There are many ways to get help including attending Study Gym to get teacher help, speaking to your Teacher about an extension, speaking with another person if you are under stress including your Teacher, Mentor, Housemaster, Dean of Students, Studies Department personnel or School Counsellor.
- Don't be afraid to talk about your situation - **there are many people who will help you**.