

SEHOME HIGH SCHOOL PLAGIARISM RULES AND PROCEDURES

Plagiarism is...

- * copying word-for-word from a source without enclosing the material in quotation marks and indicating the source.
- * copying ideas and other content without correctly indicating the source, even if you have abstracted, summarized, or paraphrased the material.
- * changing only a few words, phrases, sentences, or sections, but otherwise copying directly from a source and passing it off as your own.

Plagiarism may be...

- * inadvertent, committed as a result of ignorance or carelessness.
- * intentional, committed in a conscious attempt to defraud the reader.
- * repeated and intentional, committed despite previous warnings.

The consequences...

- * of inadvertent plagiarism may be determined on a case-by-case basis, but may require that the student write an entirely new paper on a related topic.
- * of intentional plagiarism will result in a zero for the assignment and no opportunity to retrieve credit for that assignment. In addition, the teacher will contact the student's parent or guardian and an administrator regarding this and any subsequent instance of plagiarism.
- * of repeated intentional plagiarism will result in a failing grade for the semester and consequences outlined in Board Policy 3200.

Teachers may detect plagiarism through such methods as...

- * entering suspect portions of text into an internet search engine or web site designed to detect plagiarism.
- * observing irregularities or shifts in writing style.
- * noting content which seems inconsistent with the student's previously demonstrated knowledge.
- * checking research sources for those papers that require documentation.
- * questioning students closely who seem to have produced polished writing without having gone through the usual revision process.

The burden of proof...

- * lies on the student as well as the teacher, particularly when "checkpoints" have been established during the drafting process and/or when documentation of sources is required.