



Plagiarism Policy

Introduction

SAHETI School recognizes that students should have an awareness of the importance of academic honesty. SAHETI raises the awareness of its pupils of what plagiarism is and of the appropriate use and recognition of sources of information. It also sets clear guidelines as to the penalties of plagiarism within school and within the examination system (IEB).

Definitions

Plagiarism covers the idea of taking someone else's intellectual effort and presenting it as one's own.

Examples include:

- copying and submitting work from others
- copying from books or the internet without acknowledging the source
- asking someone else for help and writing down what they say
- downloading essays from the internet
- getting an agency to write an essay

In assessed work, copying from published texts or manufactured artifacts, or essays or pieces of work previously submitted for marks is plagiarism.

Avoiding Plagiarism

Pupils should ensure they write in their own words, basing analysis on their understanding of the facts. Quotations used to support an analysis should be credited in an approved way, as should any facts or other information.

Subject teachers are expected to be pro-active in educating pupils in the correct use and referencing/acknowledgement of sources, and are asked to pay attention to such use in marking pupils' work. In the case of Portfolio work for the IEB, pupil declaration forms as indicated in the SAGs need to be signed by both the pupil and the teacher. Results of plagiarism detection tool is recommended.