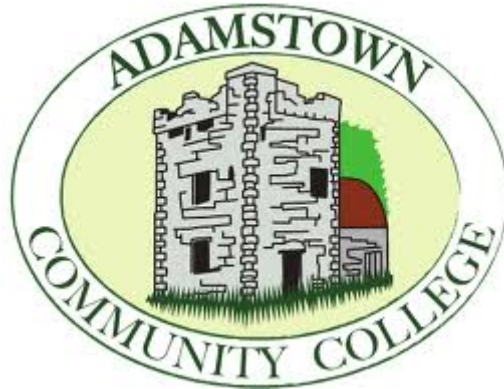


# ADAMSTOWN COMMUNITY COLLEGE



## ACADEMIC INTEGRITY AND PLAGIARISM POLICY

Adamstown Community College is committed to developing students of character who demonstrate digital civic, social and personal responsibility. The life skills we value and expect from students are simple: respect and protect. In this instance, students should be respectful of themselves, others, and other's work online.

What is academic integrity?

Academic integrity refers to the honesty in one's work that it is your own and genuine.

What is plagiarism?

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own.

What does plagiarism look like?

Plagiarism can be a variety of things from directly copying work online to copying a friend's homework. Below is a list of different levels ranging from mild to more serious and examples are included at each level.

How to avoid plagiarism.

At Adamstown Community College, every student will undergo a training programme which explains what plagiarism is and how to avoid it.

Following this, each student will sign off on

completion of this programme which will mean they understand and agree to the terms outlined.

### **Examples of plagiarism may include but are not limited to.**

- Copying work assigned to be done independently, or allowing someone else to copy your own or another's work, including computer-generated information and programs
- Using any kind of materials including personal technological devices when unauthorized on homework or classwork.
- Looking at, or allowing someone else to look at your own or another's paper during an exam, test, or quiz
- Using any kind of materials including personal technological devices when unauthorized during an exam, test, or quiz.
- Giving or receiving test information to or from students in other periods of the same teacher or same course or from previous school years.
- Submitting papers, projects or lab reports taken from the internet, other publications, or other students.
- Stealing (or photographing) exams, projects or assignments
- Altering grades on a computer database, in a grade book
- If a student knowingly participates in a plan for stealing or altering grades, they too will be held equally accountable
- Using an automated translation for language work

Please Note : As homework may vary depending on subjects and teacher, for example there may be group work involved, it is the responsibility of teachers to clarify their expectations to students.

### **Consequences**

Consequences may vary depending upon the situation and is at the teacher's discretion. However, teachers may give students a no grade on the piece of work proven to be plagiarized. Consequences may vary and may result in no grade up to and including disciplinary actions. In the majority of cases the consequences will result in a no result as there is a zero tolerance towards plagiarism.