

HOLY TRINITY CATHOLIC HIGH SCHOOL'S ACADEMIC HONESTY POLICY

Holy Trinity students are expected and required to maintain the highest levels of integrity, on all forms of assessments, in their pursuit of academic success.

Academic honesty is an integral core value in the Holy Trinity community.



The academically honest student

DOES

- a. Recognize when he/she is stressed and under pressure, and speaks to the appropriate personnel to get the needed support, rather than choosing academic dishonesty
- b. Reference materials as instructed by his/her teacher
- c. Document direct quotations
- d. Add references to paraphrased materials
- e. Understand the concept of plagiarism, and asks for clarification if he/she does not
- f. Cite websites used as resources to aid in the completion of even the smallest assignments
- g. Acknowledge, in writing, the help received from others people and other sources.
- h. Complete the Student Declaration of Academic Honesty form when requested
- i. Understand the consequences for cheating on any form of assessment

DOES NOT

- a. Copy from any source and try to present it as his/her own
- b. Copy the work of another student and present it as his/her own
- c. Give another student his/her work to copy
- d. Use inappropriate material during testing situations, unless indicated as acceptable by the teacher
- e. Purchase work from another student or from the internet
- f. Do homework/ assignments or write essays for other students
- g. Resubmit work previously submitted in another class (self-plagiarism)
- h. Use an internet source, change the words, and try to pass the work in as his/her own
- i. Help another student cheat on a test or summative assignment

The school and teachers will

- a. Provide ongoing and active instruction in anti-plagiarism
- b. Provide each student with this outline
- c. Remind students of the policy prior to the submission of assignments
- d. Teach the rules for acknowledging source material relevant to the task at hand
- e. Include the policy in the student handbook and on the school's website
- f. Ensure that each student understands this policy completely
- g. Choose when to use a Declaration of Academic Honesty Form (at the end of this document)

What constitutes Academic Fraud?

Plagiarism: taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own.

There are 2 types of plagiarism:

1. *Direct copying and pasting*

Submitting work of which one is not the author as one's own

- from the internet
- from print material
- from other students

2. *Indirect plagiarism*

- changing the words and passing the work off as one's own
- paraphrasing and not acknowledging the source (see below)
- using a source (internet, parent, other student) to understand a concept and not crediting the source

3. taking ideas and words of another and stating them as one's own

****Please see the information regarding the appropriate way to use sources and paraphrase information to eliminate plagiarism****

Copying: copying the work of another student with or without his/her permission, and submitting it as one's own.

Test/ Exam cheating: includes several forms:

- communicating with another student during a test either through voice, eye signals, hand-signals, paper, or electronic means
- looking at other students' work during a test situation
- aiding another student by showing them answers
- bringing in unauthorized materials into a test/ exam situation
- not admitting access to unauthorized knowledge about a test/ exam
- writing information/ answers on any part of the body, or any object brought into the test for the purpose of aiding during the test/ exam
- copying test information and leaving the room with it without permission
- passing test information on to other students in different classes

Duplication: Submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.

Falsifying data: creating or altering data that has not been collected properly.

Collusion: helping another student to be academically dishonest.

PROCEDURES AND CONSEQUENCES for any kind of academic dishonesty

For The Teacher and School

- Discuss situation with the student and inform him/her of next steps
- Contact (or have the student contact) the parent/ guardian informing them of the situation
- for homework/ small assignments appropriate consequences will be discussed and a suitable assignment will be assigned
- for summative assessments school administration will be contacted, parent meetings will be held, and the appropriate consequences will be established

Consequences may include but are not limited to:

- parent involvement
- additional/replacement assignment
- suspension from extra-curricular activities
- suspension from class
- suspension from school
- letter on file
- credit loss
- withdrawal from class

Consequences will be established on a case-by-case basis

Did you know?

The University of Alberta's Code for Student Behaviour outlines the sanctions that can take place when a student plagiarizes:

- conduct probation (community service, additional assignments, apology letter)
- exclusions (restrictions from campus and campus activities)
- expulsion
- fine
- grade of F
- rescission of degree
- permanent record
- suspension of degree

(http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=37633)

APPROPRIATELY REFERENCING SOURCES

A *source* is any place that a student can turn to for information to use in all forms of assessment. These include the internet, books, articles, newspaper stories, DVDs, CDs., other students' work. Material can be incorporated into a homework assignment, report, essay or research paper by direct quotation or paraphrase.

Direct Quotation

A direct quotation must be used if the material used is in the exact wording of the author of the source. As much as possible, ideas from sources should be paraphrased. If a direct quotation is used, the quotation must be put between quotation marks and the place the information came from in parentheses at the end of the quotation. For example: "To be or not to be. That is the question" (www.nofearshakespeare.com).

Never change a single word in a direct quotation. Doing so, misrepresents the author's work.

Paraphrase (*most plagiarised work is an un-referenced paraphrase)

PROPER paraphrasing means restating ideas from a source in your own words AND referencing where that information came from. When you are being asked to research often you will paraphrase information. Also, if you need to go to the internet for reference, or clarification on an assignment, and you use ideas you found, you **MUST** paraphrase AND reference the information you use. It is *not enough* to simply change key words or phrases in the passage and pass it off as your own - this is **plagiarism**.

To paraphrase means to put into your own words the meaning of the passage AND TO REFERENCE IT. If only a small part of a passage is altered and the rest of it is copied more-or-less word for word WITHOUT using quotation marks and an in-text reference, you have committed academic fraud. In a paraphrase, no traces should remain of the original author's diction (word choice) or sentence structure.

Carefully study the following examples supplied as acceptable and unacceptable paraphrases.

Paraphrase Example

Original Source:

Jablonski, Edward. A Pictorial History of the World War 1 Years
www.worldwaronehistory.com

The true, basic cause of the war (in simple terms) was nationalism complicated by an intricate system of alliances. The smoldering Balkans provided the incendiary setting. The Serbian Government was determined to liberate those Serbs under the domination of Austria-Hungary (an ally of Germany). The Russians, sympathetic to the plight of their fellow Slavs, were, in turn, allied with France- still seething over the German annexation of Alsace-Lorraine in 1871. Britain, meanwhile, kept a wary sea dog's eye on Germany's expanding navy and a worried eye on restive Ireland.

Acceptable Paraphrase

Historian Edward Jablonski says that the nationalism of Serbia and Russia was a main cause of World War 1. He also believes that pacts between countries played a large role. Serbia and Russia were brought into conflict with Austria-Hungary because they wanted to free Slavic peoples in the Balkans. France got involved in the conflict because it was an ally of Russia which had taken some French land - Alsace-Lorraine. Germany was allied with Austria-Hungary, and so it also became involved. Britain, afraid of Germany's navy, lined up with Russia and France (Jablonski, worldwaronehistory.com, paragraph 5).

****Please note: this paraphrase WOULD be PLAGIARISM if the reference at the end WAS NOT included****

Unacceptable Paraphrase (Plagiarized phrases in italics):

The basic cause of World War 1 was nationalism complicated by an *intricate system of alliances*. The *smoldering Balkans* was the *incendiary setting*. Serbia and Russia were determined to liberate those Serbs and fellow Slavs being ruled by Austria-Hungary. France was allied with Russia because the French were *still seething over Germany's annexation of Alsace-Lorraine*. Britain, keeping a *wary sea dog's eye on Germany's growing navy*, became an ally of Russia and France against Austria-Hungary and Germany.

To fix the above example, the words used exactly would have to be in quotation marks, and the website reference would have to be included at the end of the paraphrase.



HOLY TRINITY
CATHOLIC HIGH SCHOOL

Student Declaration of Academic Honesty

Students at Holy Trinity engage in Academic Honesty as representations of their strong characters and integrity.

This document represents a declaration that you (the student) have understood and observed all of Holy Trinity's guidelines for honesty.

You are to read, fill in, and sign each portion of this form.

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Copying from another student: taking ideas/ words of another and stating them as her/his own

Duplication: Submitting work that is substantially the same as work submitted for another class

Falsifying data: creating or altering data that has not been collected properly

Collusion: helping another student to be academically dishonest.

I have read and understood the definitions above _____
(Initial and Date)

I have neither given nor received inappropriate or unacknowledged aid on this assignment _____
(Signature)