



Northern Bay College Plagiarism Policy & Procedure

Preface

Northern Bay College is a school dedicated to fostering a culture of academic integrity, ethical scholarship, and responsible learning. This Plagiarism Policy reflects our commitment to upholding the highest standards of education, ethics, and respect for intellectual property.

In the ever-evolving landscape of education, where information is readily accessible and technology continues to reshape how we engage with knowledge, it becomes increasingly essential to emphasise the significance of original thought, honest attribution, and responsible use of information.

This policy is not merely a set of rules and regulations, but a guiding framework designed to empower our students with the knowledge and skills necessary to navigate the complex terrain of academic honesty. It outlines our expectations, defines plagiarism, and provides insights into the consequences of its violation.

We firmly believe that education is not just about acquiring knowledge but also about developing character, fostering critical thinking, and promoting ethical behaviour. By understanding and adhering to the principles outlined in this policy, our students are better prepared to become responsible global citizens who can contribute positively to society.

At Northern Bay College, we recognise that the pursuit of knowledge is a shared endeavour, where each student, teacher, and staff member contribute to the creation and dissemination of new ideas. Through open dialogue, respectful collaboration, and a commitment to academic integrity, we aim to create an environment where academic excellence thrives.

We encourage all members of our academic community, from students to educators and administrators, to familiarise themselves with the content of this Plagiarism Policy and to actively engage in the promotion of academic integrity. Together, we can ensure that Northern Bay College continues to be a place where learning is not only enlightening but also a testament to our commitment to the principles of honesty, integrity, and ethical scholarship.

Thank you for being a part of our academic community, and we look forward to your continued dedication to the values enshrined in this policy.

Plagiarism is the act of using someone else's words, ideas, or intellectual property without proper acknowledgement or permission and presenting them as one's own. This includes copying and pasting text, paraphrasing without giving credit, and not citing sources in written work, academic papers, or any other form of communication. Plagiarism is considered unethical and a breach of academic and intellectual integrity. It can lead to academic penalties, damage to one's reputation, and legal consequences in some cases. Proper citation and referencing of sources are essential to avoid plagiarism and uphold academic honesty.

Purpose of Policy

The Plagiarism Policy at Northern Bay College serves as a comprehensive framework designed to promote and uphold the principles of academic integrity, ethical scholarship, and responsible learning. This policy is established with the following key objectives:

Educational Guidance: To provide clear and accessible guidance to students, educators, and staff on the definitions and various forms of plagiarism, fostering a deep understanding of what constitutes academic dishonesty.

Promotion of Ethical Scholarship: To instil in students the importance of honest attribution, original thought, and responsible use of information, ensuring that they develop a strong sense of ethical behaviour in their academic pursuits.

Prevention of Plagiarism: To proactively educate students about the consequences of plagiarism and to equip them with the skills needed to avoid it through proper research, citation, and referencing practices.

Preservation of Academic Integrity: To safeguard the academic integrity of Northern Bay College by ensuring that all members of the school community—students, teachers, and staff—understand and adhere to the highest standards of academic honesty.

Fair Assessment: To facilitate fair and unbiased assessment processes by ensuring that all work submitted is an accurate reflection of each student's abilities, knowledge, and effort, thereby maintaining the credibility of our educational system.

Accountability and Consequences: To outline the consequences of plagiarism and related academic misconduct, providing a transparent and consistent framework for addressing instances of plagiarism within our school community.

Cultivation of Lifelong Skills: To prepare students not only for their current academic endeavours but also for future educational and professional pursuits by teaching them essential skills in research, critical thinking, and ethical behaviour.

Community Commitment: To foster a culture of collective responsibility and mutual respect within our school community, where students, educators, and staff are committed to upholding the values of honesty and integrity.

By establishing and adhering to this Plagiarism Policy, Northern Bay College aims to create an educational environment where knowledge is pursued with the utmost integrity and where students are empowered to become responsible and ethical global citizens.

Types of Plagiarism:

1. **Direct Plagiarism:** Copying someone else's work verbatim without proper citation or quotation marks, presenting it as your own.
2. **Paraphrasing Plagiarism:** Rewriting someone else's work in your own words without proper attribution, making it appear as though it is your original work.
3. **Mosaic Plagiarism:** Combining phrases, sentences, or paragraphs from various sources without appropriate citation to create a new document.
4. **Self-Plagiarism:** Reusing your own previously submitted work or ideas without proper disclosure or permission from the original source.
5. **Patchwriting:** Attempting to rewrite a source while retaining some of its original language and structure, without proper attribution.
6. **Source Misrepresentation:** Falsely attributing information or quotes to a different source than the one from which it was taken.
7. **Ghost-writing:** Hiring/using someone else to write a piece of work and then submitting it as your own, without disclosing the actual authorship.
8. **Collusion:** Collaborating with others on assignments that are meant to be individual work without proper acknowledgment or permission.
9. **Inaccurate Citation:** Citing sources incorrectly, inaccurately, or incompletely to create the impression of proper attribution while still plagiarising.
10. **Invented Sources:** Fabricating or citing non-existent sources to support your arguments or claims.
11. **Online Plagiarism:** Copying and pasting content directly from the internet, including websites, articles, or essays, without proper citation.
12. **Incremental Plagiarism:** Gradually incorporating small portions of someone else's work into your own over multiple assignments, hoping it goes unnoticed.
13. **Patchwork Plagiarism:** Combining multiple sources in a single document without proper citation or paraphrasing, creating a disjointed and plagiarised piece of work.
14. **Cross-Language Plagiarism:** Translating content from one language to another without proper attribution or authorisation.
15. **Submission of Pre-written Essays:** Using pre-written essays or papers obtained from essay mills or other sources and submitting them as your own work.
16. **Using Chat GPT or any AI-powered tool** to gain an academic advantage without proper acknowledgment or understanding can be considered a form of plagiarism. Utilising Chat GPT to generate academic content, such as essays or reports, without appropriately citing it as an AI-generated contribution or without ensuring that the final work demonstrates a genuine understanding of the topic, breaches the principles of academic integrity and honesty. It is crucial for students to use AI tools responsibly, as academic success should be achieved through one's own efforts and knowledge acquisition, with proper attribution when external resources are employed.
17. **Use of Smartwatches in any Assessment:** In accordance with established academic guidelines and Victorian educational standards, the use of smartwatches during examinations and SACs/SATS is strictly prohibited within Northern Bay College. This policy has been instituted to maintain the credibility, fairness, and integrity of the assessment process. Smartwatches, owing to their multifaceted functionalities and potential for accessing external information, present a significant risk of academic misconduct and the unfair advantage of some candidates over others. Therefore, all students are required to adhere to this policy to ensure that assessment results accurately reflect their individual knowledge and capabilities, without the potential influence of external aids or resources. Upholding this policy underscores our commitment to upholding academic integrity and creating a just and equitable environment for all students participating in all forms of assessment.

Consequences:

1st incident: If student is found to have plagiarised, colluded or cheated by the Subject Teacher then the following actions should occur:

1. A behaviour conversation is initiated by the Subject Teacher, followed by a warning.
2. Subject teacher will record the incident onto Compass and will inform the parent/guardian via phone or email. a. Compass post should include: a description of the occurrence, the consequences issued, parent contact, and an attachment of the plagiarised work.
3. Student must attend lunchtime redemptions(s) and/or make-up sessions to redo the task under supervision and must resubmit the work.
4. Student will not have the opportunity to have their work marked against the developmental rubric.
5. Student will be warned of the consequences if he/she plagiarises again in future.

2nd Incident: If student is found to have plagiarised, colluded or cheated for a second time, regardless of subject, then the following actions occur:

1. The student will have a meeting arranged with the Subject Teacher and Community Leader to ascertain the nature of the incident (how and why).
2. Subject Teacher will record the incident onto Compass a. Compass post should include: a description of the occurrence, the consequences issued, parent contact, and an attachment of the plagiarised work.
3. Community Leader will record meeting with Subject Teacher and student on Compass and will send home a formal written and/or verbal Plagiarism notice (i.e., by phone, letter and/or email) to guardians.
4. Student must attend an after-school detention(s) to redo the task and resubmit the work, which will not be assessed against the original rubric.
5. Student will be warned of the consequences if he/she/they plagiarises again in future.
6. At the VCE level, Students will receive a zero for their task but will be able to submit for an S.

3rd incident: If student is found to have plagiarised, colluded or cheated for a third time, regardless of subject, then the following actions occur:

1. The student will have a meeting arranged with the Subject Teacher and Community Leader to ascertain the nature of the incident (how and why).
2. Subject Teacher will record the incident onto Compass a. Compass post should include: a description of the occurrence, the consequences issued, parent contact, and an attachment of the plagiarised work.
3. A restorative parent/guardian meeting will be called by Learning Community Leader, involving the student, parents/guardians, and subject teacher.
4. YLC will record the restorative meeting with Subject Teacher, student, and guardians, in a Student Support Group (SSG)
5. Student will receive an internal suspension within which they must redo and resubmit the task under supervision.
6. Student will receive an official mark of 'UG' (ungraded) for the assessment item. (Years 11 & 12) VCE and VM Students must provide evidence that submitted work is their own and/or was completed in accordance with VCAA requirements.

VCAA states that:

"Principals are responsible for the administration of VCAA rules and instructions in their school. One of these rules is that students must ensure that all unacknowledged work submitted for assessment is genuinely their own. Teachers may consider it appropriate to ask students to demonstrate their understanding of the task at, or about the time of, submission of the work. If any part or all of the work cannot be authenticated, the matter must be dealt with as a breach of rules. Where a belief has been formed that plagiarism has taken place, a formal investigation will be launched into the matter that adheres to the VCAA rules and guidelines as per the VCAA Administration Handbook regarding authentication of school-based assessment. [LINK](#)"

Northern Bay College Student Disclaimer

I,, hereby affirm and declare that the work submitted by me, titled[Title of the Work] and completed as part of[Course Name/Code] at Northern Bay College, is entirely my own and has been prepared in accordance with the principles of academic integrity and honesty.

I further confirm that I have appropriately acknowledged and cited all sources, references, and quotations used in the preparation of this work. Any ideas, information, or content drawn from external sources have been credited in accordance with the guidelines provided by my educational institution.

I understand the gravity of plagiarism and the consequences of presenting someone else's work as my own. I take full responsibility for the authenticity and originality of this work, and I hereby declare that it has not been plagiarised in any way.

I am aware that any violation of academic integrity may result in disciplinary actions as per the policies and regulations of Northern Bay College.

Signed: _____

[Your Full Name]

Date: _____