**Maritzburg College**

**Plagiarism & Academic Integrity Policy**

## 1. Introduction

This policy serves to address issues around academic dishonesty in line with those of both national and international academic institutions and assessment bodies. Plagiarism and test or exam cheating are a form of academic dishonesty. Maritzburg College takes a firm stand against any plagiarism and academic dishonesty committed by students in completing their work.

## 2. Principles

High school teaches more than just basic subjects such as science or maths. It also teaches about ethical behaviour and how to be a responsible citizen. Plagiarism is a form of academic dishonesty. At Maritzburg College we believe that academic dishonesty is a totally unacceptable practice and not in line with the values and standards that we set as a top academic institution.

## 3. Definitions

For the purpose of this Policy, plagiarism is defined as 'the taking of the work or the idea of someone else and passing it off as one's own without due acknowledgement'.

### 3.1 A student is guilty of plagiarism if:

- The learner copies from another source without acknowledging the source.

- The learner lets someone else write a piece of work for him, including Artificial Intelligence (AI) language model Apps.

- The learner submits someone else's work as his own, including AI language model Apps.

- The learner appropriates an idea or concept without acknowledging the source, and uses it as his own.

- The learner allows someone to copy his work.

- The learner fails to acknowledge his sources via in-text citations and a bibliography following the APA fifth edition style of referencing

### 3.2 Types of plagiarism

There are two forms of plagiarism: intentional and technical.

Intentional plagiarism occurs when the learner blatantly submits someone else's work as his own.

Technical plagiarism occurs when the learner improperly cites or references a source, so it misrepresents the work as his own.

**3.3    Types of intentional plagiarism:**

**3.3.1    Word for word (verbatim):** This type of plagiarism refers to the lifting of phrases or paragraphs that have been used in a piece of work, without quotation marks or reference (copy / paste).  This would include paragraphs or whole papers generated by AI language model Assistants.

**3.3.2    Mosaic:** This is the process of using embedded keywords or apt phrases ('catch phrases') from a source, without differentiating it from your own writing. This often amounts to the stealing of ideas.

**3.3.3    Paraphrasing (cosmetic changes without acknowledgement / citations):** This is the process of substituting keywords in the text. It is recognisable as it results in approximately the same number of words or length of writing.

**3.3.4    Summary of a single source:** Here the entire piece of work is based on a single source, which is merely summarised. It is shorter in length than the original, but may lose continuity of argument, shift the emphasis or leave out essential aspects.

**4.    Process for the control of plagiarism at Maritzburg College**

**4.1    Communication:** It is of vital importance that all students, educators and parents are aware of both the importance and the disciplinary consequences of any plagiarism occurring within the Maritzburg College academic programme.  The Plagiarism Policy and associated documents are available on the school Moodle (Media Centre page) and D6 Communicator.

Learners are taught about plagiarism and referencing in 2nd Form Media Studies, where they are also shown how to use MicroSoft Word to generate both in-text citations and a bibliography.  This is reiterated in Life Orientation classes.

Ongoing guidance regarding plagiarism will be done. Teachers will do regular checks on students' work, which may include electronic checking.

**4.2    Disciplinary Procedure:**

Plagiarism is an act of misconduct, and precipitates both academic and disciplinary consequences.  Any repeat offence at one level is escalated to the next level.  That is, repeat level C offence becomes a level B offence and repeat level B offence becomes a level A offence.

| | Example | Consequences |
|---|---|---|
| Level – A Plagiarism | • Submit a purchased paper (from on-line or other source)<br>• Submit a paper generated by AI language models, such as ChatGPT<br>• Copy another students work (writing, photograph, sound or video recording, musical composition) in its entirety<br>• Word-for-Word Plagiarism: whole paragraphs copied<br>• Mosaic plagiarism | Goal: Inform, Correct, Deter and Prevent Future Violations<br>• Zero on Assignment, no chance for revision<br>• Discuss with Student<br>• Interview with Head of Academics<br>• Contact parent<br>• Incident recorded |

| Level – B Plagiarism | • Mix of Word-for-Word plagiarism and students own work (i.e. not whole paragraphs copied)<br>• Paraphrasing without references<br>• Multiple incidents of level C | <u>Goal</u>: Inform, Correct and Deter<br>• Zero on assignment until revisions are made, and then ½ marks<br>• Discuss with Student<br>• Contact parent<br>• Interview with Head of Academics<br>• Incident noted |
|---|---|---|

| Level - C Plagiarism | • Patchwork Paraphrasing / phrase level plagiarism<br>• Student uses own words but not own ideas and offers no citations<br>• Student uses quotations with no citations.<br>• Student uses published images without citation. | <u>Goal</u>: Inform, Correct and Deter<br>• Zero on assignment until revisions are made, and then deduct marks as per rubric<br>• Discuss with Student<br>• Incident noted |
|---|---|---|

*(Last updated February 2023)*