Waterloo-Oxford DSS

Department of English

Cheating and Plagiarism

It is most important that submissions be a student’s own work and creative effort. Using the words and *thoughts* of others, without giving them proper credit, is called plagiarism. The following will be considered plagiarism:

- copying another student’s assignment

- copying passages, sentences, phrases from another source ie. book, magazine, CD, website

- taking ideas from another source and presenting them as original even if they are reworded **(If you consult any outside sources -including sparknotes.com- you MUST include a Works Cited page)**

**-** having someone else edit written work to the point that it no longer sounds like the student’s voice nor resembles the student’s customary writing

- lending an assignment to a fellow student so that he/she may copy it

- completing independent work with another student

- submitting the same assignment for credit in more than one course

- doing any of the above in an oral presentation

The following describes the procedure for responding to cheating and plagiarism with all students in grades 9 to 12 courses.

If a student is suspected of cheating or plagiarizing, the teacher will inform administration and meet with the student to determine the nature and extent of the incident and the student’s understanding of the situation and intent.Consequences will be progressive in nature and will take into consideration the following factors:

 the grade level of the student

 the maturity of the student

 the number and frequency of incidents

 the individual circumstances of the student

Consequences will be based on factors outlined above and may include the following:

 student redoing part or all of the assignment or assessment (e.g., exam)

 student completing an alternative assignment or assessment

 limit student access to recognitions (e.g., school awards, scholarships)

In consultation with administration, additional consequences related to the student’s behaviour may be determined (e.g., detention, suspension, etc.) as per the school’s progressive discipline process.

In cases of plagiarism and cheating, administrators and/or teachers will communicate information to the parent/guardian about the infraction and the consequences.

A student’s provincial report card Learning Skills and Work Habits sections (e.g., Responsibility, Self Regulation) must be used to reflect incidents of cheating and plagiarism.

Please…..

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*I have read and understand the definition of plagiarism as it will be enforced in this class.*

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_