

Troy High School
4777 Northfield Parkway
Troy, MI 48098

Remo Roncone, Principal
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Dear Parents,

In order to help students understand plagiarism and the serious consequences that may follow, we would like you to review the content of this letter with your son or daughter. Many preventable occurrences of plagiarism have caused concerns for both the staff and the students in the past few years. It is our belief that educating students about what constitutes plagiarism and how they can avoid it will help to improve this situation. Please read the following document with your son or daughter, and then have your student sign to confirm his or her understanding. Your signature is requested as well. The signed paper should be returned with your orientation packet. Keep the attached document for your records. Resources to help you avoid such issues can be found at plagiarism.org and turnitin.com. As always, teachers will answer any questions that the students may have once the school year begins.

Remo Roncone

Principal

After reading the attached document, I understand (*check all that apply*)

- _____ *what plagiarism is*
- _____ *the different types of plagiarism*
- _____ *the THS consequences for plagiarism*

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Return only this signed sheet with your orientation packet.

Troy High School Code of Conduct: Academic Misconduct

Plagiarizing, cheating, including copying or supplying class work, homework, tests, and/or any assessment for personal benefit, or gaining unauthorized access to material through such behavior as going into a teacher's file, paper or electronic, or looking through a teacher's desk whether intentional or unintentional is considered academic misconduct. Presenting someone else's work as one's own in order to obtain a grade or credit is considered plagiarism. This includes, but is not limited to, copying others' assignments, quiz or test answers, and turning in others' work as your own. Discipline procedures for the first offense will include at least the following: parent notification, a zero on the assignment involved, and administrative contact. As this is a Level II violation, other disciplinary action may occur as well.

Of these issues of academic misconduct, plagiarism can be the most difficult to define and understand. The following information, as presented by plagiarism.org, can help you avoid such an issue.

What is Plagiarism?

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense. According to the Merriam-Webster Online Dictionary, to "plagiarize" means to--

- steal and pass off (the ideas or words of another) as one's own
- use (another's production) without crediting the source
- commit literary theft
- present as new and original an idea or product derived from an existing source

But can words and ideas really be stolen?

According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as in a book or a computer file).

Whether done intentionally or unintentionally, ALL of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a direct quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

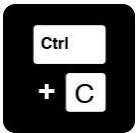
A graphic representation of the different types of plagiarism appears on the back of this sheet

TYPES OF PLAGIARISM

Types of plagiarism may not always be understood by students. The boundary between plagiarism and research is often unclear. Learning to recognize the various forms of plagiarism is an important step towards effective prevention. Each of the 10 most common types of plagiarism is defined below (Plagiarism.org). For a more thorough discussion of each type, we suggest that you visit Plagiarism.org or turnitin.com.



#1. CLONE: Submitting another's work, word-for-word, as one's own



#2. CTRL-: Contains significant portions of text from a single source without alterations



#3. FIND – REPLACE: Changing key words and phrases but retaining the essential content of the source



#4. REMIX: Paraphrases from multiple sources, made to fit together



#5. RECYCLE: Borrows generously from the writer's previous work without citation



#6. HYBRID: Combines perfectly cited sources with copied passages without citation



#7. MASHUP: Mixes copied material from multiple sources



#8. 404 ERROR: Includes citations to non-existent or inaccurate information about sources



#9. AGGREGATOR: Includes proper citation to sources but the paper contains almost no original work



#10. RE-TWEET: Includes proper citation, but relies too closely on the text's original wording and/or structure