

Plagiarism Procedures

Roanoke County Public Schools considers plagiarism to be a serious ethical and academic offense which can often carry severe consequences in both post-secondary settings and the workplace. Because of our convictions about the serious nature of plagiarism and our efforts to hold students to the highest academic standards, the following policies and procedures regarding plagiarism will apply to all Roanoke County Public Schools students. The policy and procedures described in the following document will be upheld in all courses.

We strongly encourage you to review the information with your child. You and your child are asked to sign the form.

Definition of Plagiarism

According to the *Modern Language Association Handbook for Writers of Research Papers, 5th Edition*, "derived from the Latin word *plagiarius* ("kidnapper"), *plagiarism* refers to a form of cheating that has been defined as 'the false assumption of authorship: the wrongful act of taking the product of another person's mind and presenting it as one's own'. To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism, then, constitutes intellectual theft" (30).

We acknowledge that plagiarism may be unintentional; however, all students will be held accountable for violations of the plagiarism policy. Plagiarism includes, but is not limited to:

- Lack of documentation for information as brief as a phrase, sentence or idea taken from another source (often referred to as "Cut and Paste Plagiarism").
- Electronic reproduction, audio, visual, verbal and written media whether published or unpublished in whole or part without proper acknowledgement that it is someone else's. This includes using online translators. (Depaul University's Academic Integrity Policy, May 5, 2003).
- Falsification of documentation- purposefully citing incorrect source information.
- Double Submission (submitting the same work for credit in more than one course) unless approved beforehand by course instructors.
- Allowing another student to use your work as his/her own. This includes cheating on an assessment and copying homework. In such cases, both students may be held accountable.
- Forging someone else's signature, electronically or manually.

***Persons reproducing copyrighted material may be prosecuted in a court of law.**

Description of Infractions and Consequences

Level One: The majority of the work is original; however, the student has failed to document at least one phrase, sentence or idea.

Typical disciplinary actions that can occur:

- Conference between parent/teacher/ counselor/student
- Grade reduction

Level Two: Significant portions of the work are clearly not the student's own and lack documentation.

Typical disciplinary actions that can occur:

- Conference between parent, teacher, counselor, student, and administrator
- Zero on the assignment with an opportunity to re-submit for a maximum of half credit

Level Three: Most or all of the work is clearly not the student's own.

Typical disciplinary actions that can occur:

- Conference between parent, teacher, counselor, student, and administrator
- Zero on the assignment with an opportunity to re-submit for a maximum of half credit.
- Additional administrative actions

Level Four: Student has violated the plagiarism policy on more than one occasion and/or in more than one course.

Typical disciplinary actions that can occur:

- Conference between parent, teacher, counselor, student, and administrator
- Zero on the assignment
- Additional administrative actions