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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 improve the situation. Please read the following document with your son and daughter, and 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](http://plagiarism.org) and [Turnitin.com](http://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 of plagiarism.*

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

Student Name (please print): \_\_\_\_\_

Student ID: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **High School Guide to Plagiarism: What Is It and How to Avoid It**

**What Is Plagiarism?** 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. Turning in AI generated assignments is also considered plagiarism. As this is a Level I offense and considered Academic Misconduct, the following consequences will occur:

- Teachers will notify the parents and the office of the first offense.
- Students who violate this policy will receive zero credit for assignments or work involved.
- Repeat offenses will result in a Level II disciplinary action.

**How to Avoid Plagiarism:** The following information, as presented by plagiarism.org, can help you avoid such an issue.

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, including AI generated) as one's own
- use another's piece of work or 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 if they are recorded in some way (such as in a book or computer file).

### **All of the following are considered plagiarism:**

- Turning in someone else's work as your own
- Using AI to generate all or part of an assignment **when not sanctioned by teacher.**
- 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.

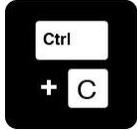
A graphic representation of the different types of plagiarism appears on the next page. Learning these various forms can help you to prevent plagiarism.

## **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) ***Feel free to visit [Plagiarism.org](https://www.plagiarism.org) for additional support.***



**#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