



Plagiarism / AI Policy

All academic misconduct is considered a serious discipline issue and will be dealt with swiftly and decisively. Plagiarism is a form of academic misconduct that involves dishonestly representing another's work as one's own. Plagiarism can be deliberate or unintentional, and students must be very careful to properly cite their sources so as to clearly attribute words, ideas, or data (that are not their own and are not common knowledge) to the proper sources. Cases of academic misconduct typically result in a grade of zero for the assignment and may result in further disciplinary consequences as well.

Additionally, the use of AI to write a paper is prohibited. The value of assigning a paper is for a student to use his or her knowledge, understanding, and research about a topic. In the writing process, the student displays his or her command of the content, grammar, vocabulary, mechanics, and style, all of which contributes to the student's "voice." An AI bypasses all of these elements. Any student found using the assistance of AI in any aspect of the paper writing process will receive a grade of zero and the responsible student may be placed on disciplinary probation. Subsequent violations will result in elevated consequences, up to and including expulsion.

Why We Document Sources

- To help our readers find the exact quotation, information, or idea we used in our paper or to enable them to read further in the subject
- To build ethos by showing our readers where we got our information, reassuring our readers that we are not hiding information or disguising our own bad analysis

Consequences of Plagiarism

- Plagiarism is **illegal**, and so it could have legal consequences later in life. You could be sued, as well as potentially finding yourself without a job.
- Plagiarism is taken seriously in college as well. Plagiarism will often lead to receiving a 0% on that assignment, failing the given course, or even in some cases being expelled.
- At Grace Academy, we take plagiarism seriously, as it is both an academic violation, and can often be a failure of character. *If you are caught plagiarizing, the teacher and/or administration will investigate the particulars of the case at hand. Depending on the details, you will either receive a 0% on that assignment, be asked to redo the assignment with late-penalties, or be deducted points.*
 - If your **MLA formatting** or **works cited page** is done incorrectly, the teacher will not accept the assignment, and it will be counted as late until you correct it and turn it in (11-12).

Avoiding the Risk of Plagiarism

You run the risk of plagiarism when you give readers reason to think you have done one or more of the following things:

- You cited a source but used its exact words without first putting them in quotation marks or in a block quotation. You risk a charge of plagiarism if you fail to use quotation marks or a block quotation to signal that you have copied as little as a single line of words. *However, once you cite a*

source for a particular passage, you can use the exact language from that passage again without quotation marks or citation.

- You paraphrase a source but in words so similar to those of your source that they are almost a quotation; anyone could see that you were following the source word-by-word as you paraphrased.
- You used ideas from a source but failed to cite it. Readers expect you to cite a source for an idea when the idea is associated with a particular person, and it's new enough not to be a part of a field's common knowledge.

Assignment Submission

Whether your teacher asks you to submit a printed copy of the essay or project, you will always need to share the active document with your teacher. Some teachers use Google Classroom or a shared Google Folder for submitting assignments, but in other cases, you would share the document, making sure to give the teacher editing access.

Final Words

1. Borrowing words and ideas without giving credit is plagiarism.
2. You must include documentation alongside any quoted material. The fact that material is free and publicly available is irrelevant. You must cite anything you use that was created by someone else (other than common knowledge as outlined above).
3. All quoted material must be surrounded by quotation marks.
4. Even if you rephrase an author's ideas, you must document it because those ideas are the author's intellectual property. Do so by adding a parenthetical citation at the end of the sentence, even if you only paraphrased. Always include documentation for all borrowed information: quotations and paraphrased material.
5. Do not think of plagiarism as only an intended act, but an accidental one as well. Both are equally punishable in college and the real world.
6. Whenever you submit a paper of your own, you implicitly promise that *you* wrote every word that you didn't clearly and specifically attribute to someone else. If a sentence does not have a citation at the end of it, that means it is 100% your original work and/or accepted common knowledge.
7. The use of artificial intelligence, other than previously approved spell-check functions, will be treated with the same severity as any other type of plagiarism.

Signatures

I hereby acknowledge my understanding of the Grace Academy plagiarism and AI policy and consent to follow the rules outlined above.

(printed name)

(signature)

(date signed)

My student has either given me this document to read or explained the school's policy on plagiarism and AI. I agree to reinforce academic honesty as my student completes assignments throughout the year.

(printed name)

(signature)

(date signed)

Appendix 1

Examples & Particulars

Plagiarism/AI Policy

Plagiarizing Words

Plagiarize: to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source (*Merriam-Webster's Dictionary*). If you use someone else's exact words without giving him/her credit, you have plagiarized. Many students fail to realize that they can be charged with plagiarism even if they were not intentionally dishonest, but merely careless or ignorant.

<u>Example 1</u>	
<i>Original Passages</i>	“A thousand homes they came to, seeking rest; / a thousand doors were bolted fast against them” (from Ovid’s <i>Metamorphoses</i> VIII.886–887). “But more than these / were beaming looks, expressions of goodwill, / the very opposite of poverty” (from Ovid’s <i>Metamorphoses</i> , VIII.953–955).
<i>Student’s Writing</i>	Jupiter and Mercury, disguised as human men, are finally accepted at the doors of Baucis and Philemon, having been turned out by thousands of others’ homes. It was quite clear upon this visit that Baucis and Philemon were the very opposite of poverty, even though they were in fact poor. They had a source of wealth other than money—rich in spirit, not in resources.
<i>Reason This Is Plagiarism</i>	<i>In this example, the student used exact language from the original passage without quoting it (or paraphrasing it) with <u>proper citation</u>. Without citation, using the language and ideas of others becomes a subtle, and likely accidental, form of plagiarism. They subtly deceive the reader into thinking that they thought of that idea or said that idea in a particular way on their own, when in reality they took that person’s, or many people’s, words straight from the page.</i>
<i>Exception</i>	<i>If the student had previously quoted the passage, then they can then use that passage’s particular language without citing it again. If they’ve quoted it, they don’t need to quote it again, unless they need to quote beyond what they quoted previously. In this case, they would just quote the newer material from the text, and then they can use language from both of the quoted passages without needing to quote/cite them again.</i>

Plagiarizing Ideas

Plagiarism can occur even if you are not using an exact quotation, and even if you move words around or change them completely. If you paraphrase what a source says, you are still using another’s ideas. To avoid this, you need to include documentation for any sentence that includes **borrowed information**, even if it does not include a quotation. The ideas contained in that sentence belong to its author. Those ideas are his/her **intellectual property**. In order to avoid plagiarism, “*put quotation marks around any words taken directly from another source and provide documentation*” (Meyers 46–47). If you paraphrase in your own words, you do not

need to use quotation marks, but you still need to add an in-text citation and an entry in your bibliography/works cited.

<u>Example 2</u>	
<i>Original Passage</i>	“Utilitarians disagree about whether judgments of right and wrong should be based on the actual consequences of actions or their foreseeable consequences. This issue arises when the actual effects of actions differ from what we expected” (<i>Internet Encyclopedia of Philosophy</i> , “Utilitarianism, Act and Rule”).
<i>Student’s Writing</i>	There are two views within the ethical worldview of utilitarianism about how often you have to evaluate actions with the seven circumstances and the six step method Jeremy Bentham advises. These two views are act and rule utilitarianism. The former believes that you need to do the pros and cons list every time you need to act. The latter thinks that you can develop general rules through repeated encounters with actions of a similar type. After you’ve done several evaluations of whether you should cheat, for instance, you could develop the general rule, “I shouldn’t cheat,” rather than evaluating whether you should cheat each time you are tempted to do so.
<i>Reason This Is Plagiarism</i>	<i>This student used an idea that was present in the secondary reading, meaning that the distinction of act utilitarianism vs. rule utilitarianism was not the student’s original thought, and therefore, it must be attributed to the appropriate source.</i>
<i>Exception</i>	<i>Similar to the previous example, if the student had previously quoted the relevant passage(s), then they can freely use phrasing and ideas from that passage without quoting/citing it again—as long as it is free of other ideas from unquoted/uncited passages.</i>

Common Knowledge

You are not required to document information that is **common knowledge**, which is anything that is widely known by a large number of people (as opposed to something that can be found in a limited number of sources). Any common knowledge you use in your essay, even if you learned it from a source (or many sources) does not require documentation. When in doubt, cite it or ask your teacher if you need to cite it.

<u>Example 3</u>	
<i>Original Situation</i>	A teacher brought up the Trolley Problem, a popular ethical dilemma in which a person must decide whether they should allow a train to hit 5 people tied to a train track, or pull a lever that switches the train to an alternate track on which only one man is tied.
<i>Student’s Writing</i>	Utilitarianism can best be illustrated by the famous ethical dilemma, the Trolley Problem.
<i>Reason This Is Not Plagiarism</i>	<i>Since the student had only heard about this idea in class, and maybe in conversation some other time, the student does not need to cite this famous ethical dilemma. Things that are part of class, especially if they were not in any readings or research the student had, are</i>

	<i>examples of common knowledge that do not require citation.</i>
Important Note	<i>If the student decided to find out more about the Trolley Problem, then they would need to cite any sources they used to find information that was not shared or discussed in class.</i>

Here are some examples of ideas you do not need to add a citation for (*Purdue OWL*).

- Your own lived experiences, observations, and insights.
- Your own results for a lab or field experiment.
- Your own artwork, photograph, video, audio, etc.
- Common knowledge (folklore, common sense observations, myths, urban legends, historical events). You do need to cite any of this if it comes directly from a historical document, but otherwise you don't need to add a citation.
- Generally accepted facts, including facts that are accepted within particular discourses (e.g. “writing is a process” or “pollution is bad for the environment”).

<i>Type of Plagiarism</i>	<u>Deliberate Plagiarism</u>	<u>Unintentional Plagiarism</u>
<i>Mental Category</i>	“Moral Failure” “Deceit” or “theft”	“Documentation Error” “Sloppiness” or “laziness”
<i>Possible Examples*</i> <i>*These are not meant to be extensive lists.</i>	A student knowingly taking someone else’s ideas and using it as their own. A student using AI to produce work for their assignment knowingly.	A student not properly citing a source, but still attributing it to that person somehow. A student paraphrases too closely to the text instead of quoting the language first.
<i>Appropriate Discipline</i>	0% on the assignment with no chances of redoing the assignment. Repeat offenses may receive further discipline.	The teacher might have citation criteria on the rubric, and you’ll get points off. or the teacher will ask you to redo the assignment, and you’ll receive late penalties until it is resubmitted.