

Plagiarism

Plagiarism is using the work of others without acknowledgement. It includes copying, paraphrasing, and presenting other people's ideas or theories as one's own, and in addition the inappropriate use of AI (Artificial Intelligence). Plagiarism may be deliberate or inadvertent. Sanctions must be applied consistently and rigorously. Pupils should be made aware of these sanctions.

Work that is plagiarised or contains plagiarised material should be awarded zero marks and the pupil must be asked to re-do the work. Fourth to Fifth Form pupils will also receive detention. In the Sixth Form this is given a L2 Academic Concern.

For a second offence a letter will be sent home to parents by the Head of Department in liaison with the Deputy Head Academic and the pupil will receive a Senior Team Detention. Further offences may result in suspension.

Where coursework is involved the matter should be dealt with by the Deputy Head Academic, in liaison with the Head of Department and parents must be notified.

The use of AI to produce academic assignments is viewed as plagiarism unless authorised by teacher or exam board guidance. All pupils undertaking coursework are required to sign a coursework declaration confirming that they have not used AI to complete their coursework. This policy should also be read in conjunction with the Artificial Intelligence Policy and the coursework policy.

Departments should examine Schemes of Work to identify suitable topic areas for independent learning and develop units of work. Pupils should undertake independent research and learning tasks where appropriate in all subjects using a wide range of resources including print and electronic sources. They should make notes as bullet points or concept diagrams to avoid overuse of 'cut and paste'. Notes should be treated as part of the finished work. Pupils must acknowledge the sources from which they have retrieved information by appropriate referencing. Marks should be awarded for an effective search strategy, using a range of appropriate resources, referencing and citation (bibliography) and effective use of the information. No marks should be given for pages printed off websites, cut and paste, or unacknowledged illustrations.