



## **EPWORTH PLAGIARISM POLICY**

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### **Vision:**

All pupils attending Epworth Independent High School for Girls must be aware of the policies and procedures pertaining to plagiarism and the relevant disciplinary procedures to be followed if this policy is infringed upon.

### **Mission:**

To ensure the correct handling of cases where possible plagiarism, copying or tampering with tests, reports or assignments have occurred.

### **Objectives:**

- To fulfil the Copyright Act 98 of 1978 as set out by the governing laws of the Republic of South Africa.
- To ensure the correct procedures are followed when the Copyright Act 98 of 1978 has been infringed upon.
- To ensure the protection of teachers, pupils and other stakeholders where plagiarism, copying or any other infringement pertaining to the abovementioned Copyright Act has occurred.

The ISASA Code of Conduct states:

*Pupils will behave honestly and conduct themselves with integrity. Infringements of this part of the code of conduct are:*

- *Cheating, copying or tampering with tests, reports or assignments.*
- *Forgery or falsification of documents.*

Procedure to be followed when plagiarism is suspected:

1. Staff concerned to underline or highlight plagiarised sections in a colour other than red pen.
2. If possible, attach the internet original or pin identical classmate's work together.
3. Notify the Head of Academics and the relevant Phase Co-ordinator.
4. The Phase Co-ordinator will follow the appropriate procedures (see attached grid on page 3) to determine the level and severity of the infringement.
5. If the Phase Co-ordinator feels that the pupil(s) needs to be punished at a higher level, the Head of Discipline must be notified.
6. The Head of Discipline will call a disciplinary hearing if and when appropriate.
7. If a disciplinary hearing is called, the panel will consist of the following people:
  - Principal
  - Head of Discipline
  - Head of Academics
  - Phase Co-ordinator
  - School Counsellor
  - Head Girl and Deputies
  - Subject teacher(s) involved
  - Pupil(s) involved
8. Please refer to the Policy for Disciplinary Hearings to ensure that the proper steps are taken.
9. The Principal or Head of Discipline or a Phase Co-ordinator must always inform the parent(s) and/or guardian of the plagiarism incident, regardless of the severity or level of infringement.
10. A record of the plagiarism incident must be kept by the Phase Co-ordinator, and entered on the pupil's record in the database.

**Grid to be used when dealing with plagiarism offences:**

Level	Infringement	1 <sup>st</sup> offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence
1	Ideas and structure of argument / essay copied with no acknowledgement of sources	10 – 20% of marks deducted according to the severity of plagiarism. Detention to re-write task	Parental contact (meeting)	Disciplinary hearing
2	<u>Parts</u> of the assignment / essay not in the pupil's own words	20 – 40% of marks deducted, according to the severity of the plagiarism. Detention to re-write task	Parental contact (meeting)	Disciplinary hearing
3	<u>Substantial</u> portion (more than half of the assignment) of the assignment copied verbatim from other sources	Warning and Saturday night detention	Final warning/ Disciplinary hearing	Suspension
4	<u>Whole</u> assignment copied verbatim from other sources	Warning and Saturday night detention	Final warning/ Disciplinary hearing	Suspension
5	Cheating in test(s)	Warning and Saturday night detention	Disciplinary hearing	Suspension
6	Falsifying or tampering with school reports. Cheating in Examination	Disciplinary hearing	Suspension	Expulsion

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