

The parents/guardians of South Delta Secondary School students,

The staff of South Delta Secondary School shares a concern about plagiarism in various assignments and projects that have been handed in by students. A common misconception by students is that rewriting something is not plagiarism because they are “putting it in their own words.” Plagiarism, according to the *American College Dictionary* is “copying or imitating the language, ideas and thoughts of another author, and passing off the same as one’s own original work.” If the source is not officially acknowledged, it is plagiarism. Copying and pasting actually accounts for only a small percentage of plagiarism. The majority of plagiarism is a result of text manipulation. The accessibility of the Internet makes plagiarism very tempting and unintentional plagiarism springs from this as well. Simply stated, plagiarism is using someone’s work without giving the appropriate credit. Plagiarism is dishonest.

The following is the policy of South Delta Secondary School concerning plagiarism:

1. Whenever students use any idea derived substantially and directly from a published work, from a fellow student, or from any other source, they must explicitly acknowledge the nature and extent of the indebtedness.
2. Whenever students borrow three or more words, an original term, or a distinctive turn of phrase from a published work, from a fellow student or from any other source, they must enclose the borrowed element in quotation marks and explicitly acknowledge their indebtedness.

At the teacher’s discretion, a student may receive a zero on a paper or assignment for plagiarism; the maximum penalty for plagiarism is a zero for the course.

The following will further constitute specific information concerning plagiarism:

- Copying and pasting text from on-line media or web site is plagiarism.
- Transcribing text or simply modifying text from any printed material, such as books, magazines, encyclopedias or newspapers is plagiarism.
- Replacing a few select words using a thesaurus does not constitute original work.
- Using a photograph, video or audio without permission or acknowledgement is plagiarism.
- Using another student’s work and claiming it as one’s own, even with permission, is academically unethical and will be treated as plagiarism. This is known as *collusion* and is not acceptable.
- Acquiring work from commercial sources is academically unethical and will be treated as plagiarism.
- Translation from one language to another is not using one’s own words.
- Using work that was written for another class or another purpose without getting permission from both teachers is not acceptable and may be the basis for possible consequence or penalty.

Please also refer to the [SDSS Style Guide \(pp. 28 – 33\)](#), available on the SDSS Library webpage, for further details on “Avoiding Plagiarism.”