



## St. James Catholic Global Learning Centre

### Plagiarism and Academic Honesty Policy

The Dufferin-Peel Catholic District School Board defines plagiarism as:

... the act of **claiming another's words, ideas, work as one's own** such as, but not limited to, **copying another student's work, copying and pasting text from electronic sources without citing and identifying it as a quotation, falsifying a citation, quoting a source without citation, paraphrasing but not citing the source, copying and pasting graphics without citing the source** etc.

#### Academic Honesty

It is the responsibility of students to be academically honest in all aspects of their school work so that the marks they receive are a true reflection of their own achievement. Academic *dishonesty*, therefore, is a serious offence.

#### Cheating/Plagiarism

*Cheating* is an act of academic dishonesty and comes in many forms such as, but not limited to, *communicating in any form, copying from others, using unauthorized notes, aids, electronic equipment* during the evaluation.

*Plagiarism*, an example of cheating, is the *act of claiming another's words, ideas, work as one's own* such as, but not limited to, *copying another student's work, copying and pasting text from electronic sources without citing and identifying it as a quotation, falsifying a citation, quoting a source without citation, paraphrasing but not citing the source, copying and pasting graphics without citing the source* etc.

Students must be aware that it is plagiarism even if they express another's idea—in their own words—**paraphrasing**-- without acknowledging the source. This applies, whether the original idea comes from a book, or an online source. Material on an Internet web site is not public property.

Depending on the offence, an appropriate consequence, such as a zero, may be assigned. Students who assist others in cheating/plagiarizing will be disciplined accordingly.

#### Avoiding Plagiarism

To avoid plagiarizing when you are writing an essay or a report, you **must** document:

- the exact written or spoken words of another person;
- another person's idea, opinion, or theory; even if you express it in your own words;

- graphs, statistics, tables, charts, drawings, artwork, dance steps/routines, or anything else you did not create yourself;
- paraphrases or summaries of another person's spoken or written words.

**Remember:** During research, you are purposefully searching for the ideas, theories, opinions and facts provided by other people. You are **expected** to use the work of others to support your own opinion(s). **However, you must document anything that is not your original work or idea, according to the MLA or APA guidelines.**



## St. James Catholic Global Learning Centre

### Plagiarism and Academic Honesty Policy

The Dufferin-Peel Catholic District School Board defines plagiarism as:

... the act of **claiming another's words, ideas, work as one's own** such as, but not limited to, **copying another student's work, copying and pasting text from electronic sources without citing and identifying it as a quotation, falsifying a citation, quoting a source without citation, paraphrasing but not citing the source, copying and pasting graphics without citing the source** etc.

#### Academic Honesty

It is the responsibility of students to be academically honest in all aspects of their school work so that the marks they receive are a true reflection of their own achievement. Academic *dishonesty*, therefore, is a serious offence.

#### Cheating/Plagiarism

*Cheating* is an act of academic dishonesty and comes in many forms such as, but not limited to, *communicating in any form, copying from others, using unauthorized notes, aids, electronic equipment* during the evaluation.

*Plagiarism*, an example of cheating, is the *act of claiming another's words, ideas, work as one's own* such as, but not limited to, *copying another student's work, copying and pasting text from electronic sources without citing and identifying it as a quotation, falsifying a citation, quoting a source without citation, paraphrasing but not citing the source, copying and pasting graphics without citing the source* etc.

Students must be aware that it is plagiarism even if they express another's idea —in their own words — **paraphrasing**-- without acknowledging the source. This applies, whether the original idea comes from a book, or an online source. Material on an Internet web site is not public property.

Depending on the offence, an appropriate consequence, such as a zero, may be assigned. Students who assist others in cheating/plagiarizing will be disciplined accordingly.

#### Avoiding Plagiarism

To avoid plagiarizing when you are writing an essay or a report, you **must** document:

- the exact written or spoken words of another person;
- another person's idea, opinion, or theory; even if you express it in your own words;

- graphs, statistics, tables, charts, drawings, artwork, dance steps/routines, or anything else you did not create yourself;
- paraphrases or summaries of another person's spoken or written words.

**Remember:** During research, you are purposefully searching for the ideas, theories, opinions and facts provided by other people. You are **expected** to use the work of others to support your own opinion(s). **However, you must document anything that is not your original work or idea, according to the MLA or APA guidelines.**