**WHAT IS PLAGIARISM?**  
Plagiarism, in a nutshell, is **using someone's WORDS, WORK or IDEAS in your essay and failing to give them credit**.

* Acquiring an essay online or from any other source and turning it in as your own work is plagiarism.
* Using a written or spoken phrase, sentence, excerpt, paragraph, or section from another source and using it without giving credit to the original source is plagiarism.
* Forgetting to cite something is plagiarism.
* Paraphrasing or rewording someone else’s ideas or words without giving the original source credit is plagiarism.
* The use of someone else’s ideas or words without giving him or her credit, **whether it is intentional or unintentional**, is plagiarism.
* Sharing answers, using identical words or phrases or sentences or ideas from another person (student or parent or teacher or mentor or tutor) without giving him or her credit is plagiarism.
  + The act of collaboration is absolutely encouraged in academic settings.  Collaboration includes discussion, synthesizing ideas, and contemplating new ways to approach a task.  Recording the ideas created from collaboration must be done independently and all written work must be in your own words and in your own style.
* Any information that comes from an outside source that you would not have known without consulting that source must be cited, or it is plagiarism.

**HOW TO AVOID PLAGIARISM!**

* Make sure to either cite the original source before or after you include the information in each sentence where the information is included.
* If you mention the author’s name before including his words or ideas in a sentence, then include the page number in parentheses at the end of the sentence.
* If you include the words or ideas of another person without mentioning her name, then include both her last name and the page number in the parentheses at the end of the sentence.
* If you continue to take information from the SAME source in one single paragraph, you may use the page number only in the parentheses at the end of each sentence where the source information is included.
* This system may feel excessive, but it’s the correct way to cite.

**TO AVOID PLAGIARISM:**

1. Take careful notes. As you take notes, be sure to indicate whether you've paraphrased, summarized, or quoted information so you won't forget later. Separate your own thoughts from information from a source.
2. **Let readers know exactly what information is not your own**. Use quotes around distinctive phrases that are unique to a source; introduce the source or author in your essay as you use their material; **paraphrase carefully** to avoid overlapping too much with the original.
3. **Cite your information PER SENTENCE in your essay** by using the in-text citation system and including a Works Cited page.
4. Provide a bibliographic entry on the Works Cited page for every source cited within the essay.
5. Omit sources consulted but not cited (e.g. sources you looked at but never used in your essay) from the Works Cited page.

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| --- | --- |
| **You Must Cite:** | **You Do NOT Need to Cite:** |
| * paraphrase * quotation * summary if it is specific * special terms or definitions unique to a source * ideas, analyses, or conclusions of others * case studies * experiments * others' examples, even if hypothetical * others' surveys | * commonly-known information (capitals of cities, e = mc2) * established historical dates (D-day, JFK's assassination) * basic facts agreed upon by all sources * basic, dictionary-style definitions, unless quoted exactly * conclusions you came to or ideas you had that you later saw in a source |
|  |  |

Remember, **if in doubt, cite!** It's much easier to take out unnecessary citation than it is to add citations after the fact.

**CHEATING:**

* Cheating is also not allowed in any form.
* Cheating on a test, quiz, essay, or other assignment will result in a zero.
* Cheating includes deriving information from anywhere other than one’s brain and allowed sources during an exam or writing assignment.
* Cheating includes telling other students what is on an exam.
  + Both the person who gives information and the person who receives the information will receive equal consequences.
* Cheating includes taking photos or recordings of exam materials and using the information or passing along the information when it is not allowed.
* Cheating includes leaving the room during an exam to acquire answers from another source, including, but not limited to the internet.
* Cheating includes looking at another person’s answers and using the information seen.
* Suspected cheating (including verbal and non-verbal communication of any form) is subject to the same consequences.

**PLAGIARISM & CHEATING POLICY AGREEMENT**

**STUDENT:**

I have read and understand the information listed in this document regarding plagiarism and cheating.  I am aware that if I plagiarize information or cheat at Summerville High School, I will receive a zero on the assignment, and I will not be given the opportunity to re-do the assignment/essay/test.  I understand that the consequences for both intentional and unintentional plagiarism are equal.  I understand that upon a 1st plagiarism offense I will receive a zero on the assignment, serve a Saturday School detention, and recognize that my teachers this year have all been notified.  If I continue to plagiarize, I will accept the formal consequences as explained in the Summerville High Handbook under the “Academic Integrity Policy.”

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date: \_\_\_\_\_\_\_\_\_

**PARENT:**

I have read and understand the information listed in this document regarding plagiarism and cheating.  I am aware that if my student plagiarizes information or cheats at Summerville High School, he or she will receive a zero on the assignment, and will not be given the opportunity to re-do the assignment/essay/test.  I understand that the consequences for both intentional and unintentional plagiarism are equal.  I also understand that upon a 1st plagiarism offense, each student will receive a zero on the assignment, serve a Saturday School detention, and recognize that their teachers will be notified.  If a student continues to plagiarize, he or she will accept the formal consequences as explained in the Summerville High Handbook under the “Academic Integrity Policy.”

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Date: \_\_\_\_\_\_\_\_\_