

# Theodor Herzl School

## Academic Integrity Policy



### **Policy Framework:**

This policy is regarded as a living document. It will be revised and improved upon as needs arise.

### **Rationale:**

This policy is guided by the collective values of the school, but especially by:

- Commitment
- Responsibility
- Honesty
- Self-confidence

Theodor Herzl School is dedicated to providing a caring and supportive environment to every individual in the school community. Therefore, our aim is not only to instill academic integrity for the student's school career, but also to equip them with good research skills for life. Pupils are encouraged to use the computer and its many functions and are encouraged to use the vast resources of the Internet to produce finely-crafted work. However, this forward-thinking philosophy does invite the potential for both **plagiarism** and **cheating**.

At both tertiary institutions and in the work place, dishonesty has severe consequences: subject and course failure, immediate expulsion or discharge, criminal prosecution and more. These consequences have long-lasting implications.

Students are encouraged to strive to produce work that is both original and referenced. The "APA (American Psychological Association) System" and the method of including references in a Word document is demonstrated to all Grade 8 students. The English Department will avail itself to new learners or any other student for an update on the use of referencing on request.

Dishonesty in academic terms means the following:

### **Blatant Academic Dishonesty:**

- The use of supportive information (i.e. crib notes, books, inappropriate calculator, conversation, cellular telephone) during a test or examination.
- Copying another person's work, or getting help or providing help in a test or an examination.
- Copying in part or whole AI generated answers/responses (e.g. ChatGPT/Writier/ChatSonic etc.)
- Allowing another person to copy their work and hand it in as their own. Handing in the work of another person as one's own.
- Revealing the test content to learners who have not done the test.
- Correcting incorrect answers and changing marks during peer/self assessment.

### **Subtle Academic Dishonesty:**

- Working on any assignment collaboratively, when it was clearly indicated that work was intended to be completed individually.
- Allowing other persons to use one's assignment as reference when preparing their own. Submitting work for credit more than once.

- Altering a result (using false results) from research or in laboratory experiments.
- Allowing others to copy work.

### **Plagiarism:**

Plagiarism – “to take and use another person’s thoughts, writing, inventions as one’s own.”[Sykes 1980:842]

Plagiarism has increasingly become a problem as a result of the Internet and the ease with which information is available. Plagiarism is a huge threat in academic writing and it is important to know exactly what to look out for. As can be seen by the above definition, it is much more than just direct ‘copy and paste’.

You are guilty of plagiarism if:

- You copy from another source without acknowledging the source.
- You let someone else write it for you.
- You submit someone else’s work as your own.
- You use an idea or concept without acknowledging the source, and claim it as your own.
- Any AI generated content and use thereof – in part or whole – and claim it as your own.

### **-Types of plagiarism**

Word for word

This is the most direct form of plagiarism, unless it is in quotation marks, AND the source is acknowledged.

#### **- Mosaic**

This is the process of using embedded keywords or apt phrases (catchphrases) from a source, without differentiating it from your own writing.

#### **- Paraphrasing**

This is the process of substituting keywords in the text.

#### **- Summary of a single source**

This is where the entire piece of work is based on a single source which is merely summarised.

#### **- Misinterpretation of source material**

This is where information is taken out of context and loses its original meaning, or is adapted to suit the argument of the writer.

(Adapted from: Excom Publishers, 2011, p163)

When quoting or citing, students should indicate the source in the text and acknowledge it fully in their list of references. For example:

- 'Johannesburg is a crime ridden city' (Jones).
- Smith argues that stem cell research is the way forward for tissue repair (1999).

No further referencing detail, such as foot notes, is expected by the IEB. Further detail that is subject specific may be expected of learners.

*(IEB Copyright © One Research Task Option 2015-16)*

*Available from: [http:// docs.ieb.co.za](http://docs.ieb.co.za) (Accessed: 25 November 2015)*

### **Requirements:**

All students are obliged, with all written work in the form of projects, original writing pieces and any research based assignments, to submit a plagiarism checker report indicating the percentage of original material and what sections of the work have been highlighted as a potential plagiarism concern. This report is to be attached to the work being handed in. The copy of the plagiarism report can be a digital copy or a hard copy, depending on the method used to submit the work. It is very difficult to determine what percentage of original content will

be accepted (it should be 100%), as there is a difference between plagiarizing ideas (intentionally copying) and just having matching phrases. The report will indicate matching phrases and therefore the teacher concerned can examine the percentage of original content in the context of the listed matching phrases in the report. If no ideas have been intentionally copied, then the report is valid and the assignment is deemed original. In addition, work may also be run through AI Predicting software to ascertain the probability that the work was or was not generated by AI. In such a case, the work will not be accepted, if more than 30 percent probability is detected. In addition, the highlighted sections of probable AI generation need to have been referenced in order for the work to be acceptable.

### **Consequences of Plagiarism:**

Consequences are determined by the individual subject areas. Please consult the subject specific policies with regard to the consequences implemented. In such a case where a subject specific policy is not available, the following actions will apply:

- **First Offence – Warning**

The student will be warned about the consequences of plagiarism and given the opportunity to resubmit the assignment. (Parents will be informed when the daybook entry is logged. In this way, similar misdemeanours can be tracked.)

- **Second Offence – Academic Disciplinary Hearing**

The student will be given zero for the assignment and a disciplinary hearing will take place between the student, the subject teacher and the Academic Heads. A letter of warning will be placed on the pupil's personal file.

- **Further Offences**

The learner will be referred to the Disciplinary Committee of the School.

### **Consequences of Cheating:**

Should a student be found to have cheated, the following procedures will be followed:

- **During a test or exam**

The pupil's examination script is to be removed. The teacher will record the time at which the script was removed and also confiscate any material which may have aided the cheating. The pupil will then be issued with a new script and will continue to write the paper. Notification of the incident will be given to the Subject Teacher, Academic Heads and the Mr Kurz. An investigation into the matter will be initiated and then a disciplinary course will be followed as stipulated in the Code of Conduct.

### **Sources:**

<https://tedfrick.sitehost.iu.edu/plagiarism/index2.html>  
Uplands Academic Policy for Plagiarism and Cheating

*Updated: 1 March 2023*