

Academic Honesty—A Guide for Students

Plagiarism, both inadvertent and intentional, has become a serious concern. Recently, there have been numerous widely publicized incidents of both students and professional writers using someone else’s words and ideas as their own. In order to prevent serious consequences to your academic career, it is our goal to provide clear guidelines and strategies to help you avoid plagiarism now and in the future.

To make sure that you understand how to avoid academic dishonesty in the form of plagiarism, the English Department requests that you and your parents read and sign the following department policy.

Plagiarism means that you have used someone else’s words or ideas without giving him, her or them (the source) credit for those ideas within the text of your written work, during a speech or presentation, in or on a web page/site, and/or a PowerPoint project. All incidents of academic dishonesty will result in a zero for the assignment. In cases of major assignments, a zero may result in failure for the semester.

Some actions that will be considered as plagiarism include the following situations listed on the Purdue University Online Writing Lab at <http://owl.english.purdue.edu>:

- Buying, stealing, or borrowing a paper
- Using a source too closely when paraphrasing
- Hiring someone to write your paper
- Building on someone’s ideas without citations
- Copying from another source without citing (on purpose or by accident)

Because a charge of plagiarism has serious consequences, if you have any doubt that something might be plagiarized, ask your teacher before submitting a paper. As a requirement of the project/paper writing process, students will be expected to submit work to [www.turnitin.com](http://www.turnitin.com). Turnitin.com is a tool that is used to protect student work.

Any information that a student uses as an aid or source in completing an assignment **MUST** be documented both parenthetically **and** on a works cited page in proper format. Assignments without necessary documentation will be considered incomplete and late until all requirements are fulfilled.

---

I have read and understand the District 202 PSHS English Department’s policy on plagiarism. If I do not understand any part of this policy, it is my responsibility to contact my English teacher for clarification.

\_\_\_\_\_  
Student’s name (print)

\_\_\_\_\_  
Parent’s name (print)

\_\_\_\_\_  
Student’s signature

\_\_\_\_\_  
Parent’s signature

Date:\_\_\_\_\_