DE LA SALLE HOLY CROSS COLLEGE

1. PLAGIARISM

INTRODUCTION

The ease with which pupils are able to access material on the Internet and from other electronic sources such as CD-ROM's, has lead to a rise in plagiarism. This policy seeks to lay out the position of the College on this issue and to state the sanctions that will be applied.

DEFINITION

The Encarta Dictionary defines plagiarism as follows:

stealing somebody's work or idea:

> copying what somebody else has written or taking somebody's else's idea and trying to pass it off as original

something plagiarized:

> something copied from somebody else's work, or somebody else's idea that somebody presents as
> his or her own.

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It is worth pointing out the following:

- Plagiarism involves stealing. This means that something is not the property of the user, and that the user acts in such a way as to suggest that the property belongs to them.
- The stealing of ideas is as severe as the stealing of work or objects.
- It includes any work that is presented as being one's own when it is not.

PROCEDURE

- Any work (quoted text, reworded text, illustrations, graphs, pictures, etc) that candidates have not originated them-selves, must be properly referenced (preferably using the Harvard standard, see Appendix A).
- It is the responsibility of candidates to provide references for all their sources.
- It is the responsibility of the teacher to ensure that all work is properly referenced and sources acknowledged.
- It is not sufficient to supply a bibliography without referencing the text and graphics of the work.
- In addition, pupils must present a copy of all the sources used. The pages in the source from which the work has been extracted must be provided.
- If a candidate's work is suspected of being plagiarized the College will investigate the candidates work.
- This may result in the work not being accepted, and in a no assessment score being assigned to the work.
- Work that is plagiarised and submitted as part of a Portfolio of work for an external examination, such as for the GET or FET will lead to the individual being barred from writing a similar examination at any institution in South Africa for 2 years. All the work submitted will be disregarded for the purposes of assessment for the examination for which it was submitted.

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Catholic Education

2. SOFTWARE

DEFINITION

For the purposes of this document, Software is defined as follows:
Any program that is used on a computer.

PROCEDURE

- All software used on any computer that belongs to the College will be used in a legal manner.
- All software will have licences as described in the use agreement provided with the software.
- The College is a signatory to the Microsoft Schools Agreement.
  - This agreement gives the school the right to use certain Microsoft software on the following computers:
    Computers belonging to the College;
    Computers belonging to staff for use at home.
  - This software will be made available to those staff who wish to use it on their home computers.
  - The staff will agree that they will not make this software available to any other person or entity.
- Staff are to monitor the use of the computers by pupils, and are to ensure that pupils do not install unlicensed software on the computers.
  - Pupils who are found to be doing this may be barred from using the computer facilities offered by the College
  - Staff are also to ensure that they do not install any unlicensed software onto the computers.
  - All software purchased and the installation thereof must be approved by the head of Computers.

APPENDIX A

All work should be referenced as follows:

Harvard Referencing

You will find full details of the Harvard Standard on the Sheffield University site at:
http://www.shef.ac.uk/library/libdocs/hsl-dvc1.html
and
http://www.shef.ac.uk/library/libdocs/hsl-dvc2.html

A book should be referenced as follows:

Allen, Michael E , Burke, John R. and Johnson, John F. 1983 *Thinking about Logo.* **Holt Rinehart & Winston New York**

1. The author's surname, followed by a comma, followed by the first names or initials. If there is more than one author then note all of the authors.
2. The date of the publication.
3. The title in italics.
4. The publisher's name and location.

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A webpage should be referenced as follows:

Baldwin, Richard 2003 *Java 2D Graphics, Simple Affine Transforms* **Available from: http://www.developer.com/net/cplus/ article.php/626051 [Accessed 17th October 2003]**

1. The author's surname, followed by a comma, followed by the first names or initials. If there is more than one author then note all of the authors.
2. The date of the publication.
3. The title in italics.
4. The words "Available from:" followed by the URL.
5. In square brackets the word "Accessed" followed by the date when the site was visited. (Candidates must be aware that the date of their website visits must be noted for the bibliography)

A list of References

A list, in alphabetical order of author, giving details of the sources quoted in the text, as described above, for books and websites, must appear at the end of the task under the heading "References".

Please note, the Harvard standard is not the only acceptable way of referencing but it is the one preferred by a number of tertiary institutions and universities in South Africa. Whatever method is used, it must be used consistently.