



# COPYRIGHT AND PLAGIARISM POLICY

*This policy refers to both Wellington Senior School and Wellington Prep School*

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## 1. Overview

Wellington School is committed to enabling every pupil to achieve at their highest potential. Pupils are encouraged to put their best effort into every piece of work completed in every subject area and to take pride in the work they submit to subject teachers and/or examining boards. To this end, any work submitted by a pupil should represent the pupil's own efforts and should not contravene United Kingdom copyright legislation.

## Aims

The aims of this policy are to set out the responsibilities of staff, pupils and parents in relation to copyright legislation and to ensuring that any work submitted by a pupil represents their own work. It also sets out procedures for identifying and dealing with plagiarism.

## 2. Copyright

The School will respect all copyright rights including:

- the rights of owners of third-party material used in teaching;
- the rights of pupils in all material they create in and for school;
- the rights teachers have in material they created prior to being employed at the School and in material created while employed at the School.

The School will purchase appropriate copyright licences where its use of copyright material exceeds that permitted under the Act and the School will comply with the terms of these licences.

While acknowledging that the School cannot control all actions of its pupils, the School will endeavour to educate pupils on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.

The School will set up copyright procedures within the School to facilitate compliance with this policy, including training and education of staff.

## 3. Plagiarism

**Definition** - The Joint Council for Qualifications, in their *Guidelines for Dealing with Instances of Suspected Malpractice* defines plagiarism as: "**The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own.**"

Plagiarism may take the following forms:

- copying the work of another pupil that is to be assessed;
- using the work of another person and passing it off as one's own;
- copying material from textbooks and/or the Internet and passing it off as one's own.

The School recognises that the issues regarding plagiarism are different in the Prep School than they are in the Senior School. In the Senior School, plagiarised material submitted to examining boards as part of the assessment for external examinations will be subject to sanction in line with the JCQ <sup>1</sup>regulations.

## **4. Responsibilities**

### **4.1 Pupils**

*We expect our pupils to:*

- refrain from becoming involved in any form of plagiarism;
- refrain from providing any assessed work to another pupil for copying;
- refrain from inviting any others to become involved in plagiarising work;
- report to a member of staff any suspected incidents of plagiarism.

### **4.2 Staff**

*Our staff will:*

- address the issue of plagiarism through classroom teaching by explaining the definition of plagiarism and the rationale for producing original work;
- teach referencing and provide pupils with exemplar material;
- be alert to signs of plagiarism in class work, homework and coursework;
- investigate cases of suspected plagiarism;
- report suspected cases of plagiarism to the Head of Department/Tutor/Head of Section/Deputy Head Academic;
- apply the relevant sanctions (refer to School Rules appended to the Promoting Good Behaviour Policy) and liaise with parents as appropriate.

### **4.3 Parents**

*We expect our parents to support their child(ren) and the School by:*

- advising and reminding their child(ren) not to share any assessed work or accept any form of plagiarism;
- encouraging their child(ren) to research and produce their own original work;
- looking out for signs of pressure, stress or disorganisation that might lead their child(ren) to become involved in any aspect of plagiarism and, where there are genuine concerns, reporting these to the School;
- accepting and upholding any action taken by the School in line with both this policy and the Promoting Good Behaviour Policy if an incident of plagiarism is confirmed.

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<sup>1</sup> JCQ – Joint Council of Qualifications: Handbook for Assessed Materials

## **5. Procedures for dealing with suspected incidents of plagiarism.**

**The 3 steps for dealing with suspected plagiarism are:**

1. Investigate the suspected plagiarism.
2. Interview the pupil(s) involved.
3. Take action where plagiarism has occurred.

### **Step 1 - Investigate the suspected plagiarism**

Having suspected that some plagiarism has occurred, the teacher will gather the evidence and make copies if necessary. The teacher will then consult (as necessary) with the Head of Department to agree the nature and seriousness of the suspected plagiarism.

### **Step 2 - Interview the pupil(s) involved**

All interviews should take place in a confidential, secure and appropriate location. If more than one pupil is involved they should be interviewed separately.

During the interview, the teacher should:

- listen carefully to the pupil's explanation;
- remind the pupil that plagiarism is a breach of the Promoting Good Behaviour Policy and is taken seriously;
- show the evidence to the pupil.

The teacher should then consider all the evidence and make a judgement as to whether or not plagiarism has occurred.

### **Step 3 - Take action where plagiarism has been established**

If it has been established that plagiarism has occurred, then unless there may be mitigating circumstances which require further investigation or reference to the Deputy Head Pastoral, the teacher should inform the pupil of the sanctions to be applied.

The School Rules (appended to the Senior School's Promoting Good Behaviour Policy) make it clear that copying others' work, plagiarism and cheating in coursework, tests or internal examinations are serious offences that may result in formal warnings or sanctions.

Depending upon the nature and seriousness of the incident, it may be appropriate that the subject teacher, Head of Year or Department, or the Deputy Head Academic inform parents of the situation. Assessed work for other subject areas may then be reviewed.

#### ***Please Note:***

*Staff in consultation with the Headmaster, are required to pass information to the examining boards if it is believed that work submitted towards public examinations has been plagiarised. In this case the issue will be dealt with under the appropriate policies of the examining board(s) and could result in disqualification.*