

Dear Parents:

With the school year now underway, the English Department would like to inform you of a tool that we will be using this year when assigning formal written responses. This year, we will be continuing the submission of student work through turnitin.com, a program that assists both students and teachers in defining, detecting, and preventing plagiarism. This program is currently used in high schools and colleges worldwide. Students will submit all major papers online via the turnitin.com web site. The student's paper is then checked against a database of periodicals, journals, current and archived web sites, and papers previously submitted to turnitin.com. A report is generated indicating instances in which plagiarism may be present. Students may then return to their papers to correct citations, rework their phrasing, or seek the help of the instructor in the event that the cause is ambiguous. Upon submission of the final paper on the date given by the instructor, the plagiarism policy of Jackson High School will apply. Please keep in mind that while turnitin.com *does* assist teachers in detecting plagiarism, it is ideally meant to help students catch plagiarism *before* consequences need to be enforced. Jackson High School's plagiarism policy still applies. We have included a copy of the policy below.

#### **ACADEMIC INTEGRITY** (Student Handbook pg. 15)

Jackson High School believes that students who cheat only cheat themselves. Usually, cheating occurs when the student finds the material too challenging or too time-consuming; therefore, when the student does cheat, the student is not challenged and does not learn. Cheating, copying, or plagiarism all stand in the way of a truly strong education.

*Cheating or plagiarism may affect your current standing or future selection into academic honor societies, clubs, organizations, and could impact your selection for scholarships, honors, and awards.*

Teachers are here to help with challenging assignments. Students should take advantage of their expertise and seek help.

#### **PLAGIARISM/CHEATING/APPEARANCE OF CHEATING**

Plagiarism/Cheating/Appearance of Cheating is defined as taking, giving, or using ideas, writings or information from another source and offering them as your own. A student should act in such a way that a teacher would not suspect him or her of cheating.

#### **Cheating and plagiarism involve any one of the following actions:**

- Using another person's work as your own.
- Copying, faxing, duplicating assignments that will be turned in as an "original."
- Exchanging assignments by print-out, disk transfer or modem, and then submitting as "original."
- Writing formulas, codes, key words, etc., on your person or objects for use in an assessment.
- Using unauthorized reference sheets during an assessment.
- Exchanging answers with others (either giving or receiving) unless directed by the teacher.
- Taking someone else's assignment and submitting it as your own.
- Communicating in any form during an assessment without the teacher's permission.
- Submitting material (written or designed by someone else) without giving credit to the author/artist name and/or source.
- Giving or receiving knowledge of an assessment prior to its administration.
- Failing to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in a seat, raising hand to ask questions, no leaving seat, or any other instruction.)

#### **If a student is caught cheating or plagiarizing or giving the appearance as such, the following will occur:**

- a. **First offense:** The teacher will notify the parent/guardian and the incident will be reported to the assistant principal. Upon administrative review the student may receive no credit or up to 70% of the score if the assignment is allowed to be reworked.
- b. **Second offense:** the student will receive a zero on the quiz, test, paper, or other assignment, the teacher will contact the parent/guardian, and the incident will be reported to the assistant principal and will be reviewed for further course of action, which may include failure for the grading period.
- c. **Third offense:** will result in parental contact and may include removal of the student from the class/course which will result in failure of the course for the year (if a year-long course) or semester (if a semester course).
- d. Any occurrences may affect your current standing or future selection into a club, organization or activity.

Please also note that the turnitin.com user's agreement requires a parent or guardian's signature for an underage student to be permitted to use the program. The copy of the policy is below.

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I have read the information regarding turnitin.com and am aware of the consequences of plagiarism as set forth in the school's plagiarism policy. I have also read the information regarding turnitin.com, and I give my student full permission to utilize the features provided at Turnitin.com

Student's printed name \_\_\_\_\_

Student's signature \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_