SUBMISSION OF WORK AND PLAGIARISM POLICY

Brighton Secondary School values responsibility, integrity and respect for others. Academic honesty requires one to behave in a manner that supports these principles. Plagiarism means representing the ideas and work of others as your own and is an example of academic dishonesty. All students are required to know and comply with this policy

Operating Principles
Students are:
- responsible for their own learning
- to develop honest and ethical lifelong scholarship practices as a way of showing respect for themselves and others

The school follows the recommended SACE Board policy statement for all year levels.
- The grounds for extension are to be determined by the school and will naturally represent a balance between compassion to an individual and fairness to the whole group of students involved.
- If work is not presented for summative assessment by the end of such a deadline, then the work is not accepted for that assessment and will be awarded a zero score.
- Work handed in after the negotiated deadline may be marked for feedback purposes only, and could form part of the student's formative assessment record.

This policy applies to all students. Year 8 students have Term 1 to adjust.

Student Responsibilities and Information
Work must be submitted by the due date. Summative assignments that are not submitted by the due date will be awarded a zero (0) or "not completed" for summative student achievement record purposes.

Extensions of time may only be granted under exceptional circumstances, with due regard to the balance between compassion for the individual and fairness to the whole group of students involved.

It is the responsibility of each student to keep an electronic backup of assignments created. Problems with printers and computers may not be given as a reason for inability to complete or submit an assignment by the due date.

If late submission of work reoccurs the issue will be referred to the Leader of the relevant curriculum area.

Students should:
1. Submit their work by the 4pm deadline to the School Reception if the work is not submitted in class.
2. Keep assessment plans for each subject with their work for the subject.

305 Brighton Road, North Brighton SA 5048 **P:**+61 8 8375 8200 **E:** admin@brighton.sa.edu.au
Special Interest Music **P:**+61 8 8375 8215 **I** Special Interest Volleyball **P:**+61 8 8375 8207
brightonss.sa.edu.au

Government of South Australia
Department for Education and
Child Development

Department for Education and Child Development
T/A South Australian Government Schools
CRICOS Provider Number: 00018A

3. Keep an electronic back-up of assignments created. Problems with printers and computers may not be given as a reason for inability to complete an assignment.
4. Record deadlines
5. Seek periodic feedback on assignments from their teachers before the due date.
6. Students absent on the date a piece of work is due, must make other arrangements for the work to be delivered to the school with the student being responsible for its safe delivery. One of the following options is required:
   - parent/caregiver to bring work to school and leave at Student Reception
   - send work to school with another student
   - phone subject teacher to make alternative arrangements
   - submit via Daymap or email work to the school
   - communicate with the teacher in regard to the method of submission used
   - mail a hard copy to school postmarked on the due date.
   - submit part-completed tasks at the time of the due date to avoid no credit for particular tasks.

7. Make every attempt to find out what assignment deadlines have been set during any absence by checking Daymap and / or with the teacher. If SACE students are absent for significant periods of time an application for special provisions is recommended. See Senior School Assistant Principal for further details. Parents/caregivers of students not submitting Summative tasks will be notified.
8. Negotiate with the subject teacher as soon as they recognise they will have difficulty, well before the deadline. Short-term absences will rarely be grounds for an extension on a long-term assignment.
9. Bring a doctor's certificate if required.

To avoid plagiarism, students should not:
   - share with other students the details of a task done under test conditions
   - submit work that is not entirely their own (re-wording certain parts is still plagiarism)
   - copy the work of another student or allow another student to copy their work
   - have someone else do their work (such as a parent or a tutor)
   - directly copy from a language translator device and include it into their work as though it were their own
   - attach your name to any group assignment to which they have contributed significantly less than other members of the group
   - submit an assignment they have already submitted in another subject
   - neglect to correctly reference legitimate sources

Staff Responsibilities and Information
1. Provide students with a clear indication about the nature of assessment tasks in a Learning and Assessment Plan which should be placed on Daymap. Notify students of any changes to assessment plans. At Year 11 and 12 assessment plans should meet SACE requirements and in Years 8 to 10 Australian Curriculum requirements.
2. Make deadlines clear to students. Stress the expectations the school has of students who are absent on a day when an assignment is due (see student responsibilities point 2). Notify parents/caregivers of students not submitting summative tasks. Notices of Concern are available for emailing home. They are located on the Daymap Home Page.

3. When students are absent on the day assignments are handed out, staff should make every attempt to inform students of the work required and the deadline by placing details on Daymap.
4. SACE students must negotiate an extension to a due date. A note from a parent is usually required. Teachers of Year 8-10 subjects will negotiate extensions with students as appropriate (short-term absences will rarely be grounds for an extension on a long term assignment).
5. At all year levels, when tasks are scheduled for completion over a long period, it is expected teachers will provide check points to monitor progress and hence avoid a deadline problem. These review points have the added benefit of maintaining a check on the authenticity of the work being done and allow teachers to verify work.