COPYRIGHT AND PLAGIARISM POLICY

Including AI Generated Material

1. Overview

Wingate 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.

Aims

The evolution of Artificial Intelligence has brought forward concerns regarding its impact on education and specifically, plagiarism

The aims of this policy are to set out the responsibilities of staff, pupils and parents in relation to copyright legislation and to ensure 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;

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 and AI generated material.

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.

Wingate School recognises that the issues regarding plagiarism are different in the Primary 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 [1]regulations.

Plagiarism and AI generated classwork will be subject to internal disciplinary procedures. Copying or using AI to produce schoolwork you pass off as your own, is cheating.

4. Responsibilities - For the purpose of this policy plagiarism will also cover AI generated work being passed off as your own work.

4.1   Pupils

We expect our pupils to:

- refrain from becoming involved in any form of plagiarism/ AI generated work for coursework or assessed material.
- 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 or AI Generated coursework.

4.2   Staff

Our staff will:

- address the issue of plagiarism/AI generated work 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/AI generated work in class work, homework and coursework;
- investigate cases of suspected plagiarism;
- report suspected cases of plagiarism to the Head of Department/Tutor/Head of School.
- apply the relevant sanctions (refer to School Rules appended to the Wingate 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/AI generated work;
- 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 Wingate Behaviour Policy if an incident of plagiarism is confirmed.

Procedures for dealing with suspected incidents of plagiarism/AI Generated.

The 3 steps for dealing with suspected plagiarism are:

1. Investigate the suspected plagiarism/AI Generated work.
2. Interview the pupil(s) involved and inform parents
3. Take action where plagiarism has occurred.

Step 1 - Investigate the suspected plagiarism

Having suspected that some plagiarism/AI generated 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/AI is a breach of the Wingate 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/AI has occurred.

Step 3 - Take action where plagiarism/AI has been established

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

The School Rules make it clear that copying others' work, plagiarism/AI and cheating in coursework, tests or internal examinations are serious offences that may result in formal warnings or suspensions/exclusion.

Depending upon the nature and seriousness of the incident, it may be appropriate that the subject teacher, Head of Department, or the Headteacher 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.

Examples of plagiarism/AI misuse include, but are not limited to, the following:

• Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own

• Copying or paraphrasing whole responses of AI-generated content

• Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations

• Failing to acknowledge use of AI tools when they have been used as a source of information

• Incomplete or poor acknowledgement of AI tools

• Submitting work with intentionally incomplete or misleading references or bibliographies

• Using multiple version of different software to disguise AI generated material and change the working to avoid detection.

AI chatbots currently available include:
• ChatGPT (https://chat.openai.com)
• Jenni AI (https://jenni.ai)
• Jasper AI (https://www.jasper.ai/)
• Writesonic (https://writesonic.com/chat/)
• Bloomai (https://huggingface.co/bigscience/bloom)
• Google Bard

There are also AI tools which can be used to generate images, such as:
• Midjourney (https://midjourney.com/showcase/top/)
• Stable Diffusion (https://stablediffusionweb.com/)
• Dalle-E 2 (OpenAI) (https://openai.com/dall-e-2/)

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