



Plagiarism Policy

Write for yourself – Don't copy others – Including AI

What is plagiarism?

Plagiarism is when you use somebody else's words, ideas or work and present them as though they are your own.

Using information from other people is an important part of learning — you just need to make it clear where the information came from.

Plagiarism can happen accidentally as well as deliberately, so your teacher will help you learn how to use and reference sources correctly.

Examples of plagiarism

- 🍊 Copying words from a website, book or another source without saying where they came from.
- 🍊 Using somebody else's words without quotation marks when a quotation is needed.
- 🍊 Using another person's ideas and presenting them as your own.
- 🍊 Copying another student's work or allowing somebody else to complete your work for you.
- 🍊 Copying and pasting information from the internet without acknowledging the source.
- 🍊 Using AI-generated work and presenting it as entirely your own when AI use has not been permitted or acknowledged.
- 🍊 Inventing or using false references or sources.

How can I avoid plagiarism?

- 🍊 Use your own words wherever possible.
- 🍊 Keep a note of the websites, books and other sources you use while researching.
- 🍊 Give credit to the original source when you use somebody else's ideas.
- 🍊 Use quotation marks and a reference when you use somebody else's exact words.
- 🍊 Don't just change a few words in something you have copied — make sure you understand the information and explain it properly in your own words.
- 🍊 Follow your teacher's instructions about when and how AI can be used for a piece of work.
- 🍊 Be honest about significant help you have received from AI or another person where your teacher asks you to acknowledge it.
- 🍊 Ask your teacher if you're unsure. Learning how to reference correctly is part of learning — you aren't expected to know everything already!

How will my teacher know?

Your teachers get to know you and your work. They may notice if a piece of work is very different from your usual writing or contains information you cannot explain.

Apricot may also use appropriate tools to help identify similarities with other sources.

AI or plagiarism-detection software will never be treated as proof on its own. If your teacher has concerns, they may talk to you about your work and ask you to explain how you completed it.

Remember

The important thing is to show your own learning and understanding.

Using sources — and sometimes AI when your teacher allows it — can help you learn. You just need to use them honestly and responsibly.