From Oceana's Handbook:

> Plagiarism is taking another person's idea, expression, or writing and submitting it as your own. It's important to note that plagiarism can be either **intentional or unintentional**. Examples of plagiarism include, but are not limited to: submitting idea-for-idea or near word-for-word text from a book, a website, or another person to your teacher as a draft or for a grade; quoting a book, a website, or another person without citing the source; and/or paraphrasing an idea from a book, a website, or another person and without citing the source.

This means using AI to write an assignment and then to submit that work as your own work is plagiarism.
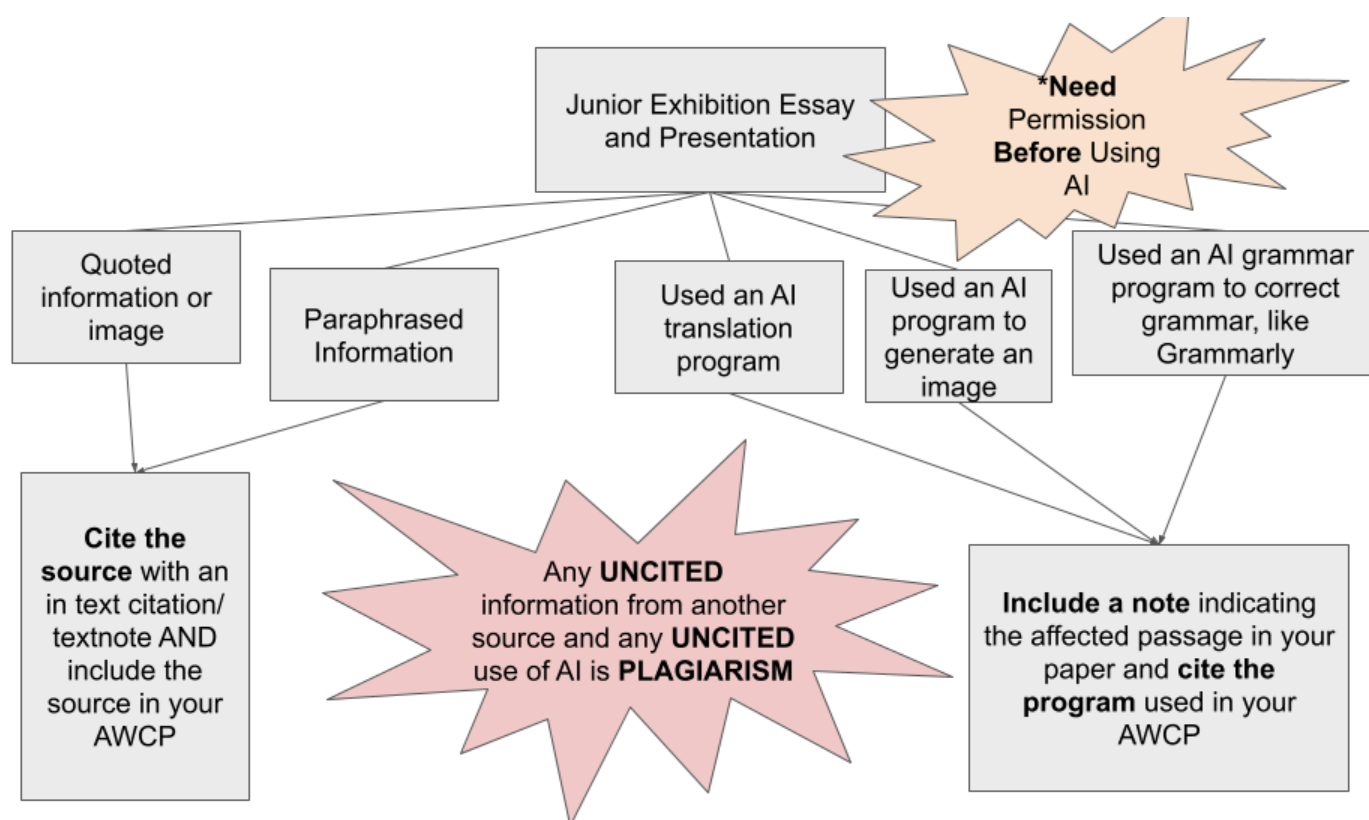
> **Plagiarism on your Humanities 11 work will result in a zero for that assignment, and both Oceana's administration and your families will be contacted.**

Based on MLA guidelines, **any time you use AI** to translate a text or revise **your own written work** for grammar and style, you must **indicate the specific passages** where this occurred, that **you used AI**, and **cite the specific program** you used. If you use AI to generate a graph or image for a slideshow, you must also cite the AI program that you used. **Before** using any AI program, you **must get the approval of your teacher.** Be prepared to present all work with work history when asked; in addition, all work must be done on JUHSD Google Docs/ programs. If you use a grammar program like Grammarly, you must include **drafts of work both before and after** using the program. Those drafts must be linked on a cover sheet for your project.

Remember the general rule to avoid plagiarism: **All uncited work must be completely your own**; any work that is paraphrased, quoted, or created by another (human or computer generated) must be cited. **If you use another's work without citation, that is plagiarism.** Plagiarism in college can lead to expulsion; plagiarism in the professional world can lead to the loss of employment.

How to Avoid Plagiarism Flowchart (Jr. Exhibition as Example)

Citations for Works Cited Page Examples:

Articles with known and unknown authors:

Ekins, Emily. "Poll: 74% of Americans Support Federal Paid Leave Program When Costs Not Mentioned —

60% Oppose If They Got Smaller Pay Raises in the Future." *Cato.org*. Cato Institute, 11 Dec. 2018,

https://www.cato.org/survey-reports/poll-74-americans-support-federal-paid-leave-program-when-costs-

not-mentioned-60.

"Employee Benefits in the United States - March 2021." *bls.gov*. Bureau of Labor Statistics, 23 Sept. 2021,

https://www.bls.gov/news.release/pdf/ebs2.pdf.

AI Generated Image:
Fig. 1. "Pointillist painting of a sheep in a sunny field of blue flowers" prompt, *DALL-E*, version 2, OpenAI, 8

Mar. 2023, labs.openai.com/.

AI Translation Use:
"Translation of Cervantes' Don Quixote" prompt for Translator, *QuillBot*. 3 Jan. 2025,

https://quillbot.com/translate.

Grammar Proofreading:
"Junior Ex Context Essay" prompt for Grammar Check, *Grammarly*. 3 Jan. 2025,

https://www.grammarly.com/grammar-check.

Important Note:

You must get permission from your teachers BEFORE using an AI tool. Do not use Grammarly or other

grammar programs without first getting permission from your teachers. These programs do more than correct

grammar; they change the writer's voice and style, often to the point of erasing an individual writer's identity.