



**Westland Middle School
International Baccalaureate World School**

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May, 2018

To: Parents, Guardians, and World Languages Students

From: Ms. Alison L. Serino, Principal
Ms. Alison Leopard, World Languages Chairperson

Subject: Usage of online translation software and other translation services

The purpose of this memo is to explain our policy regarding translation within world language classes.

Specifically:

- **Online translators or translation software** should **NOT** be used to translate an assignment into Spanish, French or Chinese that a student first wrote in English.
- **Native or more proficient speakers** of the language should **NOT** complete a writing assignment for a student. There is a distinction between helping or coaching a student and doing the assignment for the student.
- **Online dictionaries are appropriate** if they are used for a single word or to clarify the usage of the word (noun, verb, adverb, etc.)

Although translating sentences is never appropriate, if the student is looking to translate one single word there are a few guidelines to follow and four excellent websites. These websites give vocabulary choices and information for students to be successful when using a new word, and **ARE appropriate** for academic use.

www.wordreference.com
www.diccionario.com

www.rae.es
www.elmundo.es/diccionarios/

Online translators and translation software that are not helpful frequently provide extremely poor translation. Students, who use these tools to translate from English usually do not learn the vocabulary or language structures. These websites do not give examples of word usage or choices. Therefore these translators cannot be viewed as a learning tool. Websites that are **NOT appropriate** for academic use include:

www.babelfish.yahoo.com
www.translate.google.com

www.worldlingo.com
www.freetranslation.com

Using online translators to do an assignment violates our academic standards. The teacher will determine whether inappropriate use of a translator has occurred. If the student disagrees with the teacher's judgment s/he must discuss the information, vocabulary and verb tenses found in the assignment with the teacher.

Consequences for inappropriate use of a translator may include:

- Loss of credit for the assignment,
- Re-doing the assignment in the teacher's presence for reduced grade, or
- An alternate assignment performed in the teacher's presence.

Additional offenses may result in a **zero** for the assignment, and contact with the grade level administrator.

If you have further questions about the policy on translators or would like further clarification, please do not hesitate to contact your son or daughter's teacher, _____.

Sincerely,

Alison Lepard
World Languages Department Chair

Alison L. Serino
Principal

Please keep this copy for your reference.

Use of online translation software and other translation services

This summarizes key points in the letter sent home to families of world language students.

- **Online translators or translation software** should **NOT** be used to translate an assignment into Spanish, French or Chinese that a student first wrote in English.
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I have read this policy on translators and understand the expectations.

Student Name

Student Signature

Date

Parent/Guardian Signature

Date

Please return the signed form to your world language teacher.