**Outline**

Sign-up for GitHub and begin using this project management tool. Review terms of service and identify the main features of a Content Management System. Create projects in the cloud for the course, and initialize a synchronize local repositories for these projects.

**Objectives**

* Use standard backup procedures to back up user files.
* Use software tools (e.g., email, wikis, blogs, task lists, bulletin boards, spreadsheets, shared calendars) to plan and track activities during a software development project;
* Use project management tools (e.g., Gantt chart, PERT chart) and time management tools (e.g., organizer, calendar) to help develop a software project;

**Resources**

* Website: <https://github.com>
* TOS: <https://help.github.com/articles/github-terms-of-service/>
* Privacy: <https://help.github.com/articles/github-privacy-statement/>

**Level 1: Privacy & Terms of Service**

Understanding Privacy and Terms of Service agreements is a critical part of computer literacy. This is especially important now that companies are aggressively collecting and selling your personal information.

Research and answer the following questions by saving your work in a Word document as follows:

1. Go to: “https://github.com/Greg5519/ICS3C0”
2. Open the folder “Topic D Environment And Systems”
3. Select the file “Mod D1.1 GitHub Introduction”
4. Download the file and save it to your student folder on the network
5. Rename the file to “Mod D1.1 Answers” and edit to include your answers
6. Research about “Terms of Service Agreements” and identify at least 3 main features of a terms of service agreement.

* Informing users that your website, its content, the logo, etc. is your property and it’s protected by copyright laws.
* Informing users that you can disable their accounts (if users can create an account with you) or disable access to your website in case of abuses, e.g. spamming other users
* Setting the community’s guidelines, if your website/mobile apps have users that can create content which is shared by other users. For example: banning users to upload or share content that isn’t theirs or not allowing users to share content found on your website/mobile app without an attribution link, etc.
* How users can use the content you’ve created or use the content other users created on your website/mobile app

1. Review the GitHub terms of service. (<https://help.github.com/articles/github-terms-of-service/>)
   1. Are you permitted to use this software for this class? Copy and highlight the section that conforms this permission. **Yes.**
   * You must provide a valid email address in order to complete the signup process. Any other information requested, such as your real name, is optional, unless you are accepting these terms on behalf of a legal entity (in which case we need more information about the legal entity).
   * You must be age 13 or older. While we are thrilled to see brilliant young coders get excited by learning to program, we must comply with United States law. GitHub does not target our Service to children under 13, and we do not permit any Users under 13 on our Service. If we learn of any User under the age of 13, we will [terminate that User’s Account immediately](https://help.github.com/articles/github-terms-of-service/#m-cancellation-and-termination). If you are a resident of a country outside the United States, your country’s minimum age may be older; in such a case, you are responsible for complying with your country’s laws.
   1. What rights do you give up by using this software?

* You own content you create, but you allow us certain rights to it, so that we can display and share the content you post. You still have control over your content, and responsibility for it, and the rights you grant us are limited to those we need to provide the service. We have the right to remove content or close Accounts if we need to.
  1. What limitations do you have when using this software?

#### 1. Compliance with Laws and Regulations

Your use of the Website and Service must not violate any applicable laws, including copyright or trademark laws, export control laws, or other laws in your jurisdiction. You are responsible for making sure that your use of the Service is in compliance with laws and any applicable regulations.

#### 2. Content Restrictions

You agree that you will not under any circumstances upload, post, host, or transmit any content that:

* is unlawful or promotes unlawful activities;
* is or contains sexually obscene content;
* is libelous, defamatory, or fraudulent;
* is discriminatory or abusive toward any individual or group;
* contains or installs any active malware or exploits, or uses our platform for exploit delivery (such as part of a command and control system); or
* infringes on any proprietary right of any party, including patent, trademark, trade secret, copyright, right of publicity, or other rights.

#### 3. Conduct Restrictions

While using GitHub, you agree that you will not under any circumstances:

* harass, abuse, threaten, or incite violence towards any individual or group, including GitHub employees, officers, and agents, or other GitHub Users;
* use our servers for any form of excessive automated bulk activity (for example, spamming), or relay any other form of unsolicited advertising or solicitation through our servers, such as get-rich-quick schemes;
* attempt to disrupt or tamper with GitHub's servers in ways that could harm our Website or Service, to place undue burden on GitHub's servers through automated means, or to access GitHub's Service in ways that exceed your authorization (other than those authorized by the [GitHub Bug Bounty program](https://bounty.github.com/));
* impersonate any person or entity, including any of our employees or representatives, including through false association with GitHub, or by fraudulently misrepresenting your identity or site's purpose; or
* violate the privacy of any third party, such as by posting another person's personal information without consent.

#### 4. Services Usage Limits

You agree not to reproduce, duplicate, copy, sell, resell or exploit any portion of the Service, use of the Service, or access to the Service without GitHub's express written permission.

1. Research about “Privacy Policy Agreements” and identify at least 3 main features of a privacy policy.

The contents of a Privacy Policy may differ from one country to another, depending on the country legislation, but most privacy laws identify the following critical points that a business must comply with when dealing with personal data:

* **Notice**. Data collectors (meaning, you or your company) must make clear what they are doing with the personal information from users before gathering it.
* **Choice**. The companies collecting the data must respect the choices of users on what information to provide and how personal that provided information will be.
* **Access**. Users should be able to view or contest the accuracy of personal data collected by the company.
* **Security**. The companies are entirely responsible for the accuracy and security (keeping it properly away from unauthorized eyes and hands) of the collected personal information.

This means that a “Privacy Policy” serves as a way to inform users how their personal information will be used, along with how the information will be collected and who has access to it.

In **Canada**, there’s the [Personal Information Protection and Electronic Documents Act (PIPEDA)](https://termsfeed.com/blog/pipeda/)generated by federal privacy laws.

This law established acceptable standards to limit and organize personal data gathering, usage, and disclosure by commercial institutions. This means that organizations may gather, use and disclose that percent of information for purposes that a reasonable person would consider fit in the circumstance.

The Privacy Commissioner of Canada stands for receiving and peacefully taking care of complaints against organizations. Its purpose is to solve privacy matters through compliance, not through enforcement. It reaches complaints, spreads the importance of awareness of and conducts studies about privacy issues.

* The **Information Collection And Use** section is the most important section of the entire agreement where you need to inform users what kind of personal information you collect and how you are using that information.
* A **Log Data** disclosure section should inform users that certain data are collected automatically from the web browser users are using and through the web server you’re using: IP addresses, browser types (Firefox, Chrome etc.), browser versions and various pages that users are visiting.
* A **Cookies** disclosure should inform users that you may store cookies on your their computers when they visit the pages of your website.

This applies even if [you use Google Analytics](https://termsfeed.com/blog/privacy-policy-google-analytics/) (which would store cookies) or any other third party that would store cookies.

It’s best to do this through a separate Cookies Policy.

* A **Links To Other Sites** is a very common disclosure added in a Privacy Policy informing users that your website may link to other websites outside your control or ownership, i.e. linking to a news website, and that users are advised to read the Privacy Policies of each website they visit.
* A **Do Not Track** clause. The [Do Not Track requirement](https://termsfeed.com/blog/dnt-do-not-track-privacy-policy/) for a Privacy Policy applies only to U.S. companies.
* A **Security** disclosure in the policy can give users assurance that their personal data is well protected, but you may also want to note that no method is 100% secure.

1. Review the GitHub privacy policy. (<https://help.github.com/articles/github-privacy-statement/>)
   1. What information does GitHub collect and track?

We only collect the information you choose to give us, and we process it with your consent, or on another legal basis; we only require the minimum amount of personal information that is necessary to fulfill the purpose of your interaction with us; we don't sell it to third parties; and we only use it as this Privacy Statement describes. If you're visiting us from the EU, please see our [global privacy practices](https://help.github.com/articles/github-privacy-statement/#githubs-global-privacy-practices): we comply with the [Privacy Shield framework](https://www.privacyshield.gov/participant?id=a2zt000000001K2AAI) and we are compliant with the General Data Protection Regulation (GDPR). No matter where you are, where you live, or what your citizenship is, we provide the same standard of privacy protection to all our users around the world, regardless of their country of origin or location.

If you're **just browsing the website**, we collect the same basic information that most websites collect. We use common internet technologies, such as cookies and web server logs. This is stuff we collect from everybody, whether they have an account or not.

The information we collect about all visitors to our website includes the visitor’s browser type, language preference, referring site, additional websites requested, and the date and time of each visitor request. We also collect potentially personally-identifying information like Internet Protocol (IP) addresses.

* 1. How does GitHub share your information? Copy and highlight the section that talks about information sharing.

We do share User Personal Information with your permission, so we can perform services you have requested or communicate on your behalf. For example, if you purchase an integration or other Developer Product from our Marketplace, we will share your account name to allow the integrator to provide you services. Additionally, you may indicate, through your actions on GitHub, that you are willing to share your User Personal Information. For example, if you join an organization, the owner of the organization will have the ability to view your activity in the organization's access log. We will respect your choices.

We **do** share User Personal Information with a limited number of third party vendors who process it on our behalf to provide or improve our service, and who have agreed to privacy restrictions similar to our own Privacy Statement by signing data protection agreements. Our vendors perform services such as payment processing, customer support ticketing, network data transmission, and other similar services. When we transfer your data to our vendors under [Privacy Shield](https://help.github.com/articles/github-privacy-statement/#githubs-global-privacy-practices), we remain responsible for it. While GitHub processes all User Personal Information in the United States, our third party vendors may process data outside of the United States or the European Union. If you would like to know who our third party vendors are, please see our page on [Subprocessors](https://help.github.com/articles/github-subprocessors-and-cookies/).

We do share aggregated, non-personally identifying information with third parties. For example, we share the number of stars on a repository, or in the event of a security incident, we may share the number of times a particular file was accessed.

We may share User Personal Information if we are involved in a merger, sale, or acquisition. If any such change of ownership happens, we will ensure that it is under terms that preserve the confidentiality of User Personal Information, and we will notify you on our website or by email before any transfer of your User Personal Information. The organization receiving any User Personal Information will have to honor any promises we have made in our Privacy Statement or in our Terms of Service.

* 1. How does GitHub communicate with you?

We will use your email address to communicate with you, if you've said that's okay, **and only for the reasons you’ve said that’s okay**. For example, if you contact our Support team with a request, we will respond to you via email. You have a lot of control over how your email address is used and shared on and through GitHub. You may manage your communication preferences in your [user profile](https://github.com/settings/emails).

By design, the Git version control system associates many actions with a user's email address, such as commit messages. We are not able to change many aspects of the Git system. If you would like your email address to remain private, even when you’re commenting on public repositories, you can [create a private email address in your user profile](https://github.com/settings/emails). You should also [update your local Git configuration to use your private email address](https://help.github.com/articles/setting-your-commit-email-address-on-github/). This will not change how we contact you, but it will affect how others see you. We set current users' email address private by default, but legacy GitHub users may need to update their settings. Please see more about email addresses in commit messages [here](https://help.github.com/articles/about-commit-email-addresses/).

Depending on your email settings, GitHub may occasionally send notification emails about changes in a repository you’re watching, new features, requests for feedback, important policy changes, or offer customer support. We also send marketing emails, but only with your consent, if you opt in to our list. There's an unsubscribe link located at the bottom of each of the marketing emails we send you. Please note that you can not opt out of receiving important communications from us, such as mails from our Support team or system emails, but you can configure your notifications settings in your profile.

Our emails might contain a pixel tag, which is a small, clear image that can tell us whether or not you have opened an email and what your IP address is. We use this pixel tag to make our email more effective for you and to make sure we’re not sending you unwanted email

1. Explain how a “Privacy Policy” is different from a “Terms of Service” agreement.

If your website or app (regardless if it’s a mobile app or a desktop app) collects and uses any kind of personal information from users, you’re required by law to have the Privacy Policy agreement and make it available to your users, preferably before they start using your website or app.

“*Personal information*” can include any information that can be used to identify an individual, such as a name, email address, mailing address, birthdate, IP address, etc.

A Terms and Conditions agreement (T&C), but also known as a Terms of Service or Terms of Use agreement, is the legal agreement that sets forth the rules, requirements, and standards of using a website or a mobile/desktop app.

A Terms and Conditions is not required by law, unlike a Privacy Policy, but it’s highly recommended to have one as you can prevent abuses happening to your website or mobile app, and to [limit your own liability](https://termsfeed.com/blog/draft-limitation-exclusion-liability-clauses/) as the owner of the online business.

Without this kind of agreement in place, and without it being properly enforced, there’s no way for you can legally limit or control how anyone can use or can’t use your website or app.

Issues of copyright infringement can appear if users make use of your content without your permission or issues of abuses such as someone spamming other users or posting defamatory content on your website.

A Terms & Conditions agreement lets you include language to forbid such activity, and can also provide a remedy (such as accounts deletion) in the event these abuses do occur.

It’s highly recommended that online business (regardless if they operate just a simple website or a simple mobile app) that allow or require a user to register for an account have this agreement in place and present it to users at the time of their account registration.

**Level 2: Sign-up for GitHub**

GitHub will be used to share course files in a similar way to MyClass or D2L. The reason we are using GitHub is because this is the tool preferred by many software developers and is the most common way to share computer code on the internet.

The Peel School Board is concerned about the privacy and safety of its students and has issued the following guidelines for using third party applications:

* Do not provide: First & Last Name
* Do not provide: Birthday
* Do not provide: Personal Address & Contact Information
* Do not provide: Student Number
* Your @pdsb.net email address can be used but cannot be used as a login id.

1. Based on your understanding of the GitHub privacy policy, list two benefits and two drawbacks of following the Peel Board guidelines listed above.

Benefits:

* Practically unidentifiable
* Cannot be located

Drawbacks:

* People may mistake you for someone else of a similar name
* People know where you are in the general area

1. Based on your understanding of the Peel Board guidelines listed above, plan what information you will provide when creating your GitHub account. Include the following:
   * User ID
   * Password
   * Email Address
2. Create an account on GitHub.com using information the follows the Peel Board guidelines listed above. Make sure to select the free student plan when creating your account.
3. Create a new project repository for your ICS module work.
   1. Give your repository a meaningful name like “ICS2O0\_Work”
   2. Make sure to select “Include a ReadMe file”
4. Email Mr. Nestor (p0079141@pdsb.net) the following information:
   1. Your Name
   2. The link to your repository

**Level 3: Organizing Your Personal GitHub Repository**

Your personal GitHub repository will be used to store and manage your work for this course. You should save partially completed work in your repository and you can update it at any time from school or at home. GitHub automatically keeps track of updates to your files. You should NEVER make multiple VERSION COPIES of your work files.

Your repository should be shared with your teacher and with other members of your work group.

Work will be submitted (handed in) by uploading it to your repository and by telling your teacher (by email) that it is complete. ONLY work uploaded to your repository will be considered handed in and will be marked.

1. Sign in to GitHub: <https://help.github.com/>
2. Locate user “Greg5519” (Mr. Nestor). Open the class repository related to your course and section. (e.g. “ICS3C0”, “ICS2O0” etc.) Bookmark this repository as it will be the source for all course information and lesson files (much like D2L or Google Classroom is used by other teachers).
3. Note the structure and organization of Mr. Nestor’s repository. In particular, note the folders such as “Topic 1 Computer Concepts” etc.
4. Duplicate the organization structure and folder names in your personal repository. Your personal GitHub repository will be used to upload and manage your work completed for this course. Your repository needs to be well organized so that Mr. Nestor can easily find your work and give you credit for it.
   1. NOTE: There is a “trick” required to create folders in GitHub. See if you can find this trick and share it with your neighbours.
5. Upload your answers to this module (i.e. the “Mod D1.1 Answers” Word file your created for   
   Level 1). Make sure to store it in the proper folder.
6. Email Mr. Nestor ([p0079141@pdsb.net](mailto:p0079141@pdsb.net)) when you have completed this work.