ICTICT451: Comply with IP, ethics and privacy policies in ICT environments.

Session 2

Identifying IP, ethics and privacy issues

To complete each week

- Weekly session exercises

- Class activity book questions (note taking)

- Revision!

What will I learn today?

- How to find existing organisational IP policies
- How to locate ethics and privacy procedures
- How to identify missing or needed policies
- Where policy documents are usually stored
- Why locating these documents is important.

Key concepts

- **Organisational Policies:** Rules that guide how staff use and protect information.

- **Organisation Policy requirements:** Standards that ensure legal and responsible ICT practices.

- **Locating Policies:** Finding current documents and identifying gaps that need correcting.

Types of existing policies

Common policies you may locate include:

- Intellectual Property (IP) policy
- Copyright and licensing procedures
- Privacy policy (handling personal information)
- Code of conduct and ethics
- Acceptable Use Policy (AUP)
- Cybersecurity and access control guidelines.

These guide staff behaviour and protect organisational information.

Where you can find policies

Organisational rules are often located in:

- Staff intranet or internal website
- New employee onboarding documents
- HR or compliance portals
- Shared drives or cloud folders
- Policy manuals or handbooks
- Notices from management or IT.

Knowing where to access them is part of your responsibility.

Identifying potential or missing policies

Look for signs of:

- Outdated policies
- Missing procedures around new technology (e.g. cloud tools, AI)
- Unclear rules about data storage or sharing
- Areas where staff rely on "word-of-mouth rules"
- Inconsistent practices between teams.

These are indicators that new or updated policies may be required.

Why locating policies matters

Finding these policies helps you:

- Know the rules you must follow
- Protect organisational information
- Avoid legal or ethical mistakes
- Work safely with digital tools
- Support consistent behaviour across the organisation.

Examples of policies

Examples of policies you may locate:

- A Copyright Procedure for using images or documents
- A Privacy Policy explaining how personal data must be handled
- A Software Licensing guideline
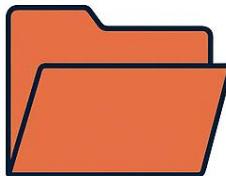- A draft or upcoming policy (potential policy).

These examples show both existing and potential policies.
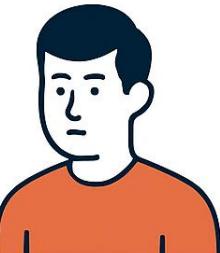
Documenting what you find

When recording your findings, include

Policy
name

Where
it's stored

Who it
applies to

When it
was last
updated

Any gaps
or missing
information

Documentation should simple, clear and accurate.

Class activity

Question:

Find an NMTAFE policy, explain where you found it,and why it is important.

In summary

- Organisations have many policies that guide behaviour
- Your role is to locate relevant IP, ethics and privacy rules
- You must identify missing or outdated procedures
- Understanding these documents helps you work legally.

Next session: We'll learn about responsibilities, and how to access an organisation's policies and procedures.

Activities to complete

Revise what you have learned today!

Go to your **Session 2 - Introduction** folder and complete the following:

- Read pages **12 – 14** of your **Student Learning Guide**.
- Answer **Question 2** in your **Class Activity Book**.