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CLASS ACTIVITIES - Student

**ICTICT532**

**Apply IP, ethics and privacy in ICT environments**

# **ICTICT532 - Apply IP, ethics and privacy in ICT environments**

Question 1: What are the rights of copyright ownership?

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| ***## todo- expand into paragraph form ##***  ***(INSERT COPYRIGHT ACT??? - 1968)***  ***- to copy or reproduce workplace***  ***- make an adaption of it***  ***- publish it***  ***- Perform it in public***  ***- broadcast it to the public***  ***@pg 12 of*** ICTICT532 Learner Guide |

Question 2: What are the benefits of having organisational policies and procedures?

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| ***- Helps employees know their expectations (standards of performance / behaviour)***  ***- Set rules and guidelines for decission making***  ***- determine how to respond to situations***  ***- ensure fair treatment with employees***  ***- allow you to have methods in lace for dealing with conficts***  ***- set framework for delegation of decision making***  ***- (Business) protection for breaches of employment legislation such as equal opportunity laws.***  ***<copied***  ***IP policy and proecdures can help to protect your company's confidential information and***  ***trade secrets.***  ***• Having an IP policy in place can help to ensure that your company's intellectual property***  ***is properly used and accounted for.***  ***• An IP policy can also help to deter employees from engaging in unauthorised use of your***  ***company's intellectual property.***  ***• Having an IP policy can also help to foster a culture of creativity and innovation within***  ***an oreganisation.***  ***• An IP policy can also help to ensure that an organisation's intellectual property rights are***  ***properly respected by others.***  ***• An IP policy can also help to ensure that an organisation complies with applicable laws***  ***and regulations related to intellectual property.***  ***• An IP policy can also help to promote the efficient and effective use of an organisation's***  ***intellectan organisation.***  ***• An IP policy can also help to encourage employees to properly respect the intellectual***  ***property rights of others.***  ***• An IP policy can also help to ensure that an organisation's intellectual property is used***  ***in a manner that is consistent with organisation's business objectives.***  ***• An IP policy can also help to foster a culture of compliance with applicable laws and***  ***regulations related to intellectual property within an organisation.***  ***• An IP policy can also help to ensure that an organisation's intellectual property is properly***  ***safeguarded against unauthorized use or disclosure.***  ***/>*** |

Question 3: What are the organisational requirements for ensuring system security?

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Question 4: What are the important factors to be considered while designing a code of ethics?

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Question 5: Why is the consultation of staff and stakeholders important when creating a code of ethics? What questions may you ask to get the information needed?

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Question 6: What are the methods for communicating ethical values to the stakeholders?

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Question 7: What are the steps involved in an ethical decision-making model?

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Question 8: List some activities that can be used for the implementation of ethical work practices in a business?

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Question 9: What is your understanding of the term grievance procedure?

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Question 10: What are the key benefits of getting stakeholders communication and engagement in a policy making procedure?

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Question11. What are the four (4) reasons for why an organisation requires a privacy policy?

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Question12. What are the steps that need to be taken to protect confidential information??

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Question13: What does the Privacy Act 1988 regulate and what are some of the principles in the act?

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Question14: Why is the CIA triad the new standard for information security?

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Question15. What are some of the benefits of applying a code of ethics in the workplace?

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Question16: What ethical responsibilities does an organization have for a stakeholder?

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**Class Activities**

**Activity 1:**

StudyMate Pty. Ltd. is a resource development organisation. The resources and the intellectual material developed in the company needs to be protected. You are the legal consultant of the company.

**Question 1.** Create a copyright policy for StudyMate Pty Ltd

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**Question 2:** It is now 6 months later and StudyMate Pty is in the process of reviewing all their policies. What is the process for updating the existing copyright policy?

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**Activity 2:**

HNA is a multinational corporation and has always work followed legislations and standards in every country they are operating in. They are now going to setup a new business in Australia. You are the Operations Manager and it is your responsibility to make sure you that all policies and procedures in the business comply with Australian legislations and standards.

**Question 1:** What are the procedures that need to be used to design a privacy policy and a copyright policy?

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**Question 2:** What are the factors to be considered when implementing the information system security of the organisation?

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**Activity 3:**

Continuation of the scenario in Activity 2; you are also required to design and revise the privacy policies of the organisation according to Australian legislation and standards.

**Question 1:** What are the different benefits of creating a privacy policy?

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**Question 2:** How will you involve the different stakeholders in the policy making process and how will you collect feedback from them?

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**Activity 4:**

As the Network Administrator of the Reliance Group of companies you need to ensure that the information system security is according to the organisation’s security policy.

**Question 1:** What are the factors to be evaluated to make sure the integrity, confidentiality and availability of the system is maintained?

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**Question 2:** Define different tools and technologies that can be used to ensure that the system security is according to the organisation privacy policy?

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**Activity 5:**

Oles, is a textile designing company. The management of the company is very keen to align the work practices to the code of ethics as defined by the organisation. For few days they have been facing problems as many employees are by-passing the ethical work practices and saying that they are not happy with the current code of ethics.

You are the HR Manager and need to report on the issue to the CEO and the board.

**Question 1:** How will you collect feedback from the employees and other stakeholders and resolve their grievances?

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**Question 2:** What are the methods you will use to review the code of ethics and how will you present a plan that will lead to the code of ethics being implemented in the work practises?

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**Activities 1-5**

Answer may vary but student must address the questions according to the following resources:

* Learner Guide
* PowerPoint presentation
* Self-study Guide
* Live Training sessions and discussions with trainers/assessors