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| **Qualification details** |  | | |
| **Qualification National**  **Code & Title** | **ICT40120 - Certificate IV in Information Technology – Programming (Release 1)** | **State code** | AC07 |
| **Qualification National**  **Code & Title** | **ICT40120 - Certificate IV in Information Technology – Networking (Release 1)** | **State code** | AC10 |
| **Qualification National**  **Code & Title** | **ICT40120 - Certificate IV in Information Technology – General (Release 1)** | **State code** | BFF9 |

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| **Assessment Title**  *(as per DAP)* | **Assessment 2 Intellectual Property and Copyright** | | | | |
| **Unit National Code**  **& Title** | **ICTICT451 Comply with IP, ethics and privacy policies in ICT environments** | | | **State code** | OBU08 |
| **Date Due** | Week 12 | **Date Received** | Week 8 | | |
| **Student Name & ID** | Richard Pountney 30007736 | | | | |
| **Student Declaration** | I declare that the evidence submitted is my own work:  RBP  ………………………………………………………….. | | | | |

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| **Assessor Name** |  | | | | | | |
| **Assessment Decision** | Satisfactory | | | Not Yet Satisfactory | | | |
| **Is student eligible for reassessment (Re-sit)?** | Yes | | No | **Reassessment Date** | | |  |
| **Assessor Signature** |  | | | **Date** | | |  |
| **Feedback to student** | | | | | | | |
| *Via Blackboard (LMS) – Please check [Grade] section.* | | | | | | | |
| **Feedback from student** | | | | | | | |
| *Via Blackboard (LMS) – Please use [Comment] section during submission.* | | | | | | | |
| **Student signature** | |  | | | **Date** |  | |

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| **Assessor Instructions** | |
| **Type of Assessment** | In Class, face to face |
| **Duration of Assessment** | 3 weeks |
| **Location of Assessment** | Blackboard |
| **Conditions** | Gather and observe evidence from the students as they perform the tasks. Students must complete all requirements of the assessment. Use the marking guide to confirm that students have completed the tasks correctly. |
| **Marking Checklist** | See Assessment 2 -MarkingGuide.docx |
| **Due Date** | Week 7 |
| **Student Instructions** | |
| **Purpose of Assessment** | The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:   * Evaluate and implement at least three different types of intellectual property (IP) within an organisation * Assist, on at least two occasions, with the development and implementation of organisational IP, ethics and privacy policy and procedures. * In the course, the candidate must:   + Assist with maintenance of organisational IP, ethics and privacy policy procedures   + Review potential risks and non-compliance incidents   + Contribute to the development of non-compliance incident recommendations.   The candidate must also be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:   * key legislation required to evaluate and implement IP in the ICT industry * key policies, procedures and documentation in the ICT industry, including those related to:   + organisational IP policies and procedures   + codes of ethics pertinent to the ICT industry   + privacy   + key organisational communication processes and procedures related to identifying IP, ethics and privacy policies in ICT environments. |

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| **Duration of Assessment** | 3 weeks |
| **Location of Assessment** | Blackboard |
| **Reasonable adjustment** | In some circumstances, adjustments to assessments may be made for you. If you require support for literacy and numeracy issues; support for hearing, sight or mobility issues; change to assessment times/venues; use of special or adaptive technology; considerations relating to age, gender and cultural beliefs; format of assessment materials; or presence of a scribe you need to inform your lecturer. |
| **Required Resources** | Students will need a USB drive to save their work on. |
| **Assessment Submission** | All questions and activities must be attempted.  Use of research tools and peers in formulating answers is acceptable – but work submitted must be your own work.  Final project documentation is to be uploaded to the appropriate area in the Blackboard course created for this unit.  If you are marked as NYS (Not Yet Satisfactory) on your first attempt, you will be provided with another opportunity to re-attempt the assessment. |
| **Skills being assessed** | * Ability to use workplace health and safety practices for an office. * Ability to identify and fulfil requirements of a brief or set of tasks. * Ability to use appropriate software for completion of the assessment. * Ability to review, evaluate, correct and upload work to blackboard. |

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| **Assessment Contents** |

**Q1. TYPES OF INTELLECTUAL PROPERTY (IP)**

**CONTEXT:**

This assessment investigates the skills and knowledge required to comply with the protection and lawful use of intellectual property (IP) and to implement relevant organisational ethics and privacy policies. With this in mind you need to be able to recognise the different forms of IP and the organisation’s IP, ethics, copyright and privacy policy and procedures

1. Explain in a paragraph your understanding of Intellectual property.
   1. It is the ownership of an individual’s ideas that can include your art, diagrams, 3D models, game code, & so on. You can make it all be put under a trademark &or copyright to help make sure that you keep ownership of those ideas.
2. Research the following types of intellectual property and in your own words provide a detailed description and example of each type. Include all references used.

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| IP Type | Description / Reference | Example |
| PATENT | A Patent IP is to protect devices, substances, methods &or processes. It does not protect art, mathematical models, plans, schemes, or mental processes.  Reference: <https://business.gov.au/planning/protect-your-brand-idea-or-creation/patents> | Medical substances, machinery |
| TRADEMARK | A Trademark IP is a logo &or word/phrase that you would use on your property, so others know who it is made by especially if you trademark your business name &or logo.  Reference: https://business.gov.au/planning/protect-your-brand-idea-or-creation/trade-mark | Nintendo is a trademark as well as Sony & Microsoft |
| DESIGN | A Design IP is to protect the visual appearances of new & distinctive products. This can include the shape, colour, configuration, pattern & ornamentation. A design right can allow you to stop others from using the design without your permission.  Reference: <https://business.gov.au/planning/protect-your-brand-idea-or-creation/designs> | Nintendo Wii remote & accessories.  Bakugan  Beyblades |
| COPYRIGHT | A Copyright IP is to protect media like writing, music, visual images (visual art), broadcasts, sound recording, moving images (animations, videos), and computer programs. In Australia, you don’t need to register for copyright, but it needs to be documented so it gets the protection. Copyright can last for 70 years after the death of the author for most items.  Reference: <https://business.gov.au/planning/protect-your-brand-idea-or-creation/copyright> | YouTube videos would be  Art on websites like DeviantArt |

Reference: <https://business.gov.au/planning/protect-your-brand-idea-or-creation/intellectual-property#:~:text=Types%20of%20IP%20rights,-There%20are%20a&text=Patents%20%2D%20protect%20inventions%20and%20new,visual%20design%20of%20a%20product>

**Q2 CORPORATE COPYRIGHT**

1. Use the link below and in your own words explain South Metro TAFE’s copyright policy.  
   <https://smartcopying.edu.au/docs/default-source/school/Students-and-Copyright/students-and-copyright.pdf>

* *Describe the purpose of this policy, for who it is written, and the type of information included in it.*
* Its purpose is to inform people who are in a learning environment about what copyright is & its importance of it. It also informs you on when you can use others material.
* *If the link does not find the TAFE copyright policies, then it means that they have been moved to another location on the site. Search the site for them using the available site search engine and available menu system.*

1. How could you ensure that staff followed the organizational copyright laws?

* By making sure they sign that they read & understand the policy.

1. Explain how you would distribute a copyright policy to students?

* I would put it in the intro information.

1. How do you think the TAFE can monitor compliance with its’ policies?

* By putting it in the Delivery & Assessment Plan acceptance.

1. Do you think that the TAFE policies will help to prevent piracy and infringement?

* For the most part yes there will still be some hiccups every now & again.

**Q3 PERSONAL COPYRIGHT**

Read the following scenario and answer the questions:

*The textbook you use for your course is very expensive, and you only need half of it. So you decide to borrow a book from the library, scan the book and then print out five of the ten chapters which you share with friends.*

1. Is this allowed? Explain your answer in a short paragraph.

* No because it is more than 10% of the information.

1. Create a simple student copyright policy that will help students understand their responsibilities. Ensure your policy aligns with current Australian legislation. Use the template provided below.

* Student Copyright Policy
* This is to guide students with the copyright guidelines. This is to help students with knowledge of the copyright legislation & non-compliance.
* Copyright Guidelines
  + Fair-use can be used for:
    - Photocopying
    - Research & reviews
  + Downloading something use:
    - Referencing rules
* We follow The Copyright Act 1968
* If a student is caught not complying with the policy then their work will not be accepted so they have to redo that work & make sure that they at least acknowledge the source from that they are getting their information.

1. How can the risk of infringement be minimised when copying books and papers?

* Make sure it is less than 10% of it.
* If you need more than 10% then get small parts of it.
* You could reword the information, so it is different.

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| *You must include references to all information, video and picture sources. If your work is not referenced it will be considered as PLAGIARISM.* |