Innovation Project – Session 3

# Laws and Regulations governing use of collaborative tools

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As a group, find two examples of each policy listed (one government, one private) and locate the sections which apply to the use of collaborative software. Provide the URL and a screenshot of the relevant section.

* Acceptable Use Policy
* Data Protection Policy
* Intellectual Property
* Accessibility Policy
* Cybersecurity Policy

Acceptable Use Policy

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Data Protection Policy

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Intellectual Property

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| <https://www.wa.gov.au/government/publications/western-australian-government-intellectual-property-policy-2015> |

Accessibility Policy

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| <https://accessibleweb.com/legal/privacy-policy/>  <https://accessiblewebsiteservices.com/privacy-policy-for-accessible-website-services/> |

Cybersecurity Policy

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| **Private: Data Privacy and Sharing:** <https://www.trellix.com/en-au/security-awareness/cybersecurity/what-is-hipaa-security-rule-and-privacy-rule.html>  **Information Security:** All sensitive and confidential information should be restricted according to the access control, making sure intended recipients have appropriate permissions.  <https://saiassurance.com.au/the-quick-guide-to-australian-cyber-security-policies/> |
| <https://ovic.vic.gov.au/privacy/resources-for-organisations/collaboration-tools-and-privacy/> |
| [policies | Search | Atlassian](https://www.atlassian.com/search?q=policies) |

# Developing collaboration protocols

From the list below, choose 3 criteria to build your team’s collaboration protocol around:

* Scheduled regular meetings
* Shared documents
* Task management systems
* Establish communication channels
* File sharing
* Time management
* Reflection and review

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| Protocol 1: File sharing | |
| Frequency of usage | As when required |
| Purpose | To work collaboratively by sharing ppt document with the team, getting updates regularly and to provide version control |
| Tools used | Teams |

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| Protocol 2: Establish communication channel | |
| Frequency of usage | As when required |
| Purpose | To communicate with team about dividing the work and keep all team members updated |
| Tools used | Teams, Email, WhatsApp |

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| Protocol 3: Shared documents | |
| Frequency of usage |  |
| Purpose |  |
| Tools used |  |

# Reflection and Review

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| **Introduction:** | |
| Date of presentation: |  |
| Group members: |  |
| Topic of presentation: |  |
| **Strengths of the Presentation:** | |
| What did the group do well during the presentation? |  |
| What aspects of the presentation stood out to you? |  |
| **Areas for Improvement:** | |
| What could the group have done better during the presentation? |  |
| What areas of the presentation need improvement? |  |
| **Personal Contributions:** | |
| What role did you play in the presentation? |  |
| What did you contribute to the presentation? |  |
| How well did you fulfill your role in the presentation? |  |
| **Collaboration:** | |
| How well did the group work together during the presentation? |  |
| Was there good communication and teamwork among group members? |  |
| **Final Thoughts:** | |
| What did you learn from the presentation experience? |  |
| How will you apply what you learned in future presentations? |  |