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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Accessibility Policy

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| 1. Government:  Microsoft is committed to designing its products, including collaborative software like Microsoft Teams, to be accessible to all users. This includes features for individuals with disabilities, such as screen reader compatibility and keyboard navigation.    Microsoft fosters an inclusive work environment and provides accommodations to employees, including accessibility tools and training on using collaborative software in an accessible manner.   Inserting image...     1. **Industry:** GitHub Products (Section 1194.21) - <https://government.github.com/accessibility/#section-119421-software-applications-and-operating-systems>   This is relevant for: GitHub.com, GitHub Enterprise, GitHub Desktop     Part (b): Applications must not disturb accessibility settings and/or features set.     Part (c): Screen focus must be indicated and accessible to Assistive Technologies.  Part (d): UI element's, identity & operation are exposed to Assistive Technologies.  Origin of Documentation - <https://government.github.com/accessibility/>  Related: Section 1194.22, Section 1194.24, Section 1194.31, Section 1194.41 |

Cybersecurity Policy

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| 1. **Government:** WA Government Cyber Security Policy  <https://www.wa.gov.au/government/publications/wa-government-cyber-security-policy>   [Document: WA Government Cyber Security Policy.pdf](https://www.wa.gov.au/system/files/2022-01/WA%20Government%20Cyber%20Security%20Policy.pdf) There is no content specific to the use of use of collaborative software platforms. However, there are direct and indirect references to software platform on  pg 9, section 2: Identify (direct reference part 2.1b)     pg 11, section 3: Protect part 3.4     1. **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/> |
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# 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? |  |