SISAT

School of Information Systems & Technology
Faculty of Informatics

ISIT301   Professional Practice & Ethics
Subject Outline
Autumn Session 2009

Head of School –Associate Professor Peter Hyland, Student Resource Centre, Tel: (02) 4221 3606

GENERAL INFORMATION

Subject Coordinator

Katina Michael

Telephone Number: 4221 3937
Email: katina@uow.edu.au
Location: 39.206C

Dr Michael's consultation times during session:
Day   Time
Monday   12.30-2.30
Tuesday   10.30-12.30

Subject Organisation

Session: Autumn Session, Wollongong Campus
Credit Points   6 credit points
Contact hours per week: 1 hour lectures, 2 hours tut
Lecture Times & Location: Tuesday 9.30-10.30 AM 14.G01
Tutorial Day, Time and Location can be found at: http://www.uow.edu.au/student/timetables/index.html

Students should check the subject's web site regularly as important information, including details of unavoidable changes in assessment requirements will be posted from time to time via e-Learning space http://www.uow.edu.au/student/lol. Any information posted to the web site is deemed to have been notified to all students.

Subject Description

This subject covers the body of ideas and commonly held principles that broadly apply to ethical behaviour in the information technology environment. ISIT301 will examine the social and ethical implications of information technologies as they apply to citizens and information technology professionals. It will present legal, regulatory, social and ethical perspectives on the use of such technologies through topics of intellectual property, privacy, networking, security, reliability. The inclusion of a professional ethics is to prepare students for careers in the information technology industry. The extent to which technological advancements have altered societal expectations is also examined.

Subject Objectives

On successful completion of this subject, students should be able to: 1. identify the privacy, legal and security issues related to the introduction of information and communication technologies; 2. explain solutions to security and privacy problems arising from the introduction of technology; 3. evaluate the impact of information technologies through the application of ethical frameworks 4. Explain the role of professional ethics codes of conduct.

Graduate Qualities

This subject will continue to the following graduate qualities:
-Informed
-Independent Learners
-Problem Solvers
-Effective Communicators
-Responsible
-Team Work
Further information can be found at:
http://www.uow.edu.au/informatics/sisat/current/SubjectInformation/UOW051055.html

Attendance Requirements:

It is the responsibility of students to attend all lectures/tutorials/labs/seminars/ practical work for subjects for which you are enrolled. It should be noted that the amount of time spent on each 6 credit point subject should be at least 12 hours per week, which includes lectures/tutorials/labs etc.

Satisfactory attendance is deemed by the University, to be attendance <u>at approximately 80%</u> of the allocated contact hours.

Attendance rolls will be kept for lectures and tutorials. If you are present for less than 80% and would have otherwise passed you need to apply for student academic consideration, otherwise a TF (technical fail) grade will be recorded.

Students MUST attend their **allocated** tutorial unless they have the written permission of the subject coordinator.

Method of Presentation:

In order to maximize learning outcomes, it is strongly recommended that students attend all lectures.

Students must regularly check the subject's e-Learning site for updates.

Lecture Schedule: A proposed Lecture schedule for the subject is as follows:

Week	Topic	Reading
1 **3/03**	Introduction	
2 **10/03**	Cyberethics: Concepts, Perspectives, and Methodological Frameworks	Ch. 1
3 **17/03**	Ethical Concepts and Theories: Establishing and Justifying a Moral System	Ch. 2
4 **24/03**	Critical Thinking Skills and Logical Arguments: Tools for Evaluating Cyberethics Issues	Ch. 3
5 **31/03**	Professional Ethics, Codes of Conduct & Moral Responsibility	Ch. 4
6 **7/04**	Privacy and Cyberspace	Ch. 5
	BREAK	
7 **21/04**	Security in Cyberspace	Ch. 6
8 **28/04**	Cybercrime and Cyberrelated Crimes	Ch. 7
9 **5/05**	Intellectual Property Disputes in Cyberspace	Ch. 8
10 **12/05**	Regulating Commerce and Speech in Cyberspace	Ch. 9
11 **19/05**	Social Inclusion, the Digital Divide, and the Transformation of Work	Ch. 10
12 **26/05**	Community and Identity in Cyberspace: Virtual Reality and Artificial Intelligence Technologies	Ch. 11
13 **2/06**	Pervasive Computing and Converging Technologies: Ambient Intelligence, Bioinformatics, and Nanocomputing	Ch. 12

Changes to the above schedule will be posted via e-Learning space http://www.uow.edu.au/student/lol. Any information posted to the web site is deemed to have been notified to all students.

Subject Materials:

Any readings/references are recommended only and are not intended to be an exhaustive list. Students are encouraged to use the library catalogue and databases to locate additional readings

Textbook(s):

Tavani, H.T., 2007, *Ethics & Technology*, 2nd Ed., John Wiley and Sons.

There will be other materials in reserve, e-readings and on e-Learning. You are encouraged to make use of these.

Other Resources:

Katina Michael's Research Papers: ro.uow.edu.au/kmichael

Assessment:

This subject has the following assessment components.

ASSESSMENT ITEMS & FORMAT	% OF FINAL MARK	GROUP/ INDIVIDUAL	DUE DATE
1. Public Hearing – Giving Evidence	10%	Individual	Week 3 – Five minute oral presentation in tutorial. 500 words of written "brief" in hardcopy/online submission.
2. Media Release – Emerging Technology	10%	Individual	Week 5 – Hardcopy/online written submission using media release template (one page) to be submitted in tutorial.
3. Glogger Scenario – Ethics & ICT	25%	Individual	Week 7 – Twenty digital photographs posted to glogger.mobi in storyboard format with profile and one comment containing reflections. Two thousand words to include ten citations showing bibliography of sources, the actual scenario and the reflection in hardcopy/online to be submitted in tutorial.
4. Privacy Policy Critique	10%	Individual	Week 9 – Critique of unseen privacy policy to be completed in tutorial (60 minutes; 2 x A4 lined pages).
5. Australian Privacy List Posting	5%	Individual	Week 11 – One hardcopy/online posting about ANY topic related to any aspect of the subject matter (200 words only) including example.
6. Privacy Impact Assessment	40%	Group of four	Week 13 – One hardcopy/online written submission using the privacy impact assessment template and guidelines to be submitted in tutorial (4000 words).

Online submissions must be made using the subject's e-Learning page. Email submissions will not be accepted. Hardcopy submissions are due at the **start** of your **allocated** tutorial. Where hardcopy submission is required, assignments will not be marked until a hardcopy with a signed SISAT Assignment Cover Sheet has been received.

1. Public Hearing – Giving Evidence

A public hearing is an oral presentation of a written submission. In this instance, we are going to do a *mock* public hearing where you are to take on the role of a representative of a non-government organization (NGO) who has been asked to give evidence to the Senate of New South Wales on a matter pertaining to a new bill that is being considered in Parliament. The oral presentation would be transcribed in the real-world and made available via the Parliament of Australia: Hansard. Each student will receive a written submission that has been created by either the Australian Privacy Foundation or the Office of the Privacy Commissioner, and they will be required to state their case in an opening address lasting no more than 5 minutes. Your 500 word hardcopy brief must be submitted also.

2. Media Release – Emerging Technology and Applications

Media releases are a big part of communicating risks associated with the emergence of new technologies and applications by service providers. In this assessment task you are to imagine that you are a member of the Australian Privacy Foundation that is concerned about the safeguard provisions, or lack thereof, that have been introduced with regards to an emerging service. The online media release template provided should be used. The typical length of a media release is one page, but two pages are acceptable. Please note that the media release is written in the third person.

3. Glogger Scenario– Ethics and ICT

glogger.mobi allows for cyborglogs (abbreviated 'glogs) to be taken by individuals. A glog is a "first-person recording of an activity, in which the person doing the recording is a participant in the activity." This assignment is about exposing the potential for privacy and security risks. A digital camera will be used to take 20 "photographs" or "moving pictures" (or a mix) of an event that you are a participant in. The "glogging" must take place in a public space but can also take place in a dwelling where you have requested permission. The whole idea is to "act" out a scenario and then to reflect on that scenario.

Firstly, what is being played out in the scenario/story; and secondly, what does it mean for "privacy" or in general the socio-ethical implications of technology. Thirdly, you must document the sources that inspired your scenario. E.g. if your scenario is about ID fraud, then you should identify ten bibliographic citations that cover this topic. Unless you are citing service provider web sites, you must only cite academic papers in that domain.

4. Privacy Policy Critique
"The purpose of a privacy policy is to communicate clearly the personal information handling practices of an agency or organisation. Privacy policies enhance the transparency of the operations of agencies and organisations. They also give individuals a better and more complete understanding of the sort of personal information an agency or organisation holds and the way it handles that information." This task will require you to critique a privacy policy in class within a sixty minute timeframe. It is recommended that you write at least 2 x A4 lined pages. The policy you critique will be unseen.

5. Australian Privacy List Posting
You will need to subscribe to the Australian Privacy List on http://lists.efa.org.au/cgi-bin/mailman/listinfo/privacy#subscribers and post one message by Week 11. You are to submit a 200 word hardcopy/online version of your message with corresponding thread/response to your message in the tutorial and eLearning site.

6. Privacy Impact Assessment (PIA)
"A PIA is an assessment tool that describes the personal information flows in a project, and analyses the possible privacy impacts that those flows, and the project as a whole, may have on the privacy of individuals - it "tells the story" of the project from a privacy perspective. The purpose of doing a PIA is to identify and recommend options for managing, minimising or eradicating privacy impacts. A PIA can help to identify and assess the privacy impacts a project may have, for example, by assisting an agency to identify when the collection of particular personal information is unnecessary to a project, or whether the project lacks appropriate accountability or oversight processes." The Office of the Privacy Commissioner (OPC) of Australia and also corresponding departments abroad, such as the United States Department of Justice have published PIA templates. In this assessment a group of four students will conduct a PIA on a single service offered by a private organization. Typically the PIA will contain a 1) Project description 2) Map of information flows 3) Privacy impact analysis 4) Privacy management and 5) Recommendations. The submission must state clearly WHICH part of the PIA was conducted by each member. As a guide 2, 3, and 4 must be done by separate individuals and 1 and 5 must be done by the same individual (typically the person who will ensure that the document reads as a whole from beginning to end). The PIA must be at least 4,000 words (i.e. it is only 1K per group member).

Notes on Assessment:
All assignments are expected to be completed independently. Plagiarism may result in a FAIL grade being recorded for that assignment.

Electronic Submission of Assessment Items:
Unless otherwise notified by the subject coordinator, all written assignments must be submitted electronically.

Submission of assessment items via email will not be accepted.

- All hardcopies of assignments need to be submitted with a SISAT Assignment Cover Sheet.
- All student academic consideration applications must be lodged through SOLS.
- Assessment items received during the last week of session will be available for collection from the subject coordinator during the examination period.

Other Procedures for the submission of assessment items:
In addition to electronic submission students are required to submit assignments in hard copy to their tutor.

To be eligible for a Pass in this subject a student must achieve a mark of at least

50% in the Privacy Impact Assessment task. Students who fail to achieve this minimum mark & would have otherwise passed will be given a TF (Technical Fail) for this subject.

Procedures for the return of assessment items:
All assignments will be returned within 3 weeks of their submission.

Penalties for late submission of assessment items:
Penalties apply to all late work, except if student academic consideration has been granted. Late submissions will attract a penalty of 20% of the assessment mark. This amount is per day including weekends. Work more than 3 days late will be awarded a mark of zero.

Tutorial/Lab Closure Policy
If for any reason, the number of students in a tutorial or lab falls below a sustainable enrolment level, as determined by the Head of School, tutorials/labs offered for that subject may be collapsed or deleted.
You will have to attend the new tutorials/lab if this closure affects the one you are attending.

We will endeavour to make this decision no later than Week 4 of session.

Supplementary Exams
Supplementary Exams will be dealt with in accordance with student academic consideration policy (http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf) 6.2 Timing of Supplementary Exams.

While the School normally grants supplementary exams when the student does not sit the standard exam for an acceptable reason, each case will be assessed on its own merit and there is no guarantee a supplementary exam will be granted. If a supplementary exam is granted, you will normally be notified via SOLS Mail the time and date of this supplementary exam. You must follow the instructions given in the email message.

Please note that if this is your last session and you are granted a supplementary exam, be aware that your results will not be processed in time to meet the graduation deadline.

Student Academic Consideration Policy
The School recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students need to apply for student academic consideration in order to complete all assessable work.

The University applies strict criteria to the granting of student academic consideration. Before applying for student academic consideration, students should carefully read the University's policy which can be found at: http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf.

Plagiarism
When you submit an assessment task, you are declaring the following
1. It is your own work and you did not collaborate with or copy from others.
2. You have read and understand your responsibilities under the University of Wollongong's policy on plagiarism.
3. You have not plagiarised from published work (including the internet). Where you have used the work from others, you have referenced it in the text and provided a reference list at the end ot the assignment.

Students must remember that:
Plagiarism will not be tolerated.
Students are responsible for submitting original work for asssessment, without plagiarising or cheating, abiding by the University's policies on Plargiarism as set out in the University

Handbook under University Policy Directory and in Faculty handbooks and subject guides. Plagiarism has led to the expulsion from the University.

Student Academic Grievance Policy

The School aims to provide a fair, equitable and productive learning environment for all its students. The Student Academic Grievance Policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving student academic grievances.

Any student who has a grievance over a result should obtain a Faculty of Informatics Appeal Against Decision or Action Affecting Academic Experience form from the Informatics Student Enquiry Centre. (http://www.uow.edu.au/content/groups/public/@web/@inf/@faculty/documents/doc/uow017433.pdf) The student should firstly take the form to the marker/lecturer to discuss the matter and, if the student is still not satisfied, s/he should take the next step as outlined on the form.

Once the grievance has been considered by the Faculty, if the student still feels the situation has not been fully resolved s/he may consult the Dean of Students. However, the Dean of Students can have no input into the academic judgment of the lecturer and can only review the grievance to ensure proper procedure has been followed.

Relevant University Policies, procedures and students services:

For more information students must refer to the Faculty handbook, online references or consult the UOW policy in full at http://www.uow.edu.au/handbook/courserules/studacgrievpol.html which contains a range of policies on educational issues and student matters.

This outline should be read in conjunction with the following documents:

Code of Practice - Teaching and Assessment http://www.uow.edu.au/handbook/codesofprac/teaching_code.pdf	Code of Practice - Students http://www.uow.edu.au/handbook/codesofprac/cop_students.html
Code of Practice-Honours http://www.uow.edu.au/handbook/CodeofPractice-Honours.pdf	Acknowledgement Practice **Plagiarism will not be tolerated:** http://www.uow.edu.au/handbook/courserules/plagiarism.html
Key Dates http://www.uow.edu.au/student/dates.html	Student Academic Consideration Policy: http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf
Course Progress Requirements: http://www.uow.edu.au/student/mrp/index.html	Graduate Qualities Policy: http://www.uow.edu.au/about/teaching/qualities/index.html#_The_new_UOW
Academic Grievance Policy (Coursework and honours students) http://www.uow.edu.au/handbook/courserules/studacgrievpol.html	Non-Discriminatory Language Practice and Presentation http://staff.uow.edu.au/eed/nondiscrimlanguage.html
Occupational Health and Safety http://www.uow.edu.au/about/policy/ohs.html	Ownership of Work & Intellectual Property Policy: http://www.uow.edu.au/handbook/generalcourserules/UOW028651.html
Human Research Ethics Committee: http://www.uow.edu.au/research/rso/ethics/human/	Rules for student conduct: http://www.uow.edu.au/handbook/generalrules/StudentConductRules.pdf
Information Learners Introductory Program http://www.uow.edu.au/student/attributes/ilip/	Informatics Faculty Librarian, Ms Annette Meldrum, phone: 4221 4637, email: ameldrum@uow.edu.au
Student Support Services: http://www.uow.edu.au/student/services/ Informatics Faculty SEDLO (**Student Equity and Diversity Liaison Officers)** Virginie Schmelitschek, phone 4221 3833, virginie@uow.edu.au	SISAT Internet Access & Student Resource Centre http://www.uow.edu.au/informatics/sisat/current/uow024466.html
SISAT Computer Usage Rules http://www.uow.edu.au/informatics/sisat/current/uow024457.html	SISAT Subject Outlines http://www.uow.edu.au/informatics/sisat/current/UOW041925.html