

## Episode1

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Smith: Now it's time for some coffee

Randall: Yeah, it's coffee time

Smith: So, how's it going?

Randall: I was just reading about the information security policy. The policy sounded quite strict about sharing passwords with others.

Smith: Ah yeah I got an email about that too. Apparently, we shouldn't share our password under any circumstances.

Randall: Yeah, I wonder why that is. I mean, it's not like I have classified information on my laptop. Although come to think of it, as an HR secretary, I do have access to staff information.

Smith: true, I think I have access to student information as a lecturer.

## Episode2

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Smith: Hello.

Randall: Hi. Good morning from the faculty office.

Smith: How is it going?

Randall: Everything's fine. How is your back pain?

Smith: I'm feeling better. But I will be on sick leave until the end of this week.

Randall: Actually that's why I called. You know that tomorrow is the deadline for sending students' grades to the faculty office. Well, we are still missing your course grades.

Smith: Oh no. I completely forgot about that and I don't have access to the my laptop to submit the grades. I left my laptop in the office when I injured my back. The grades and student information is on my laptop.

Randall: Hmmm... [short pause] maybe we should find a way around it. We can't extend the deadline. what if I submit the grades for you? But of course that means I need to access your laptop with your username and password to get the grades.

Smith: Well, could you give me a few minutes to think about it? I'll call you back.

B: Sure