## Ethics and Laws

- Ethics
  - Rules of behavior based on ideas about what is morally good and bad
  - Can vary with individual and religious beliefs, country, race, or culture
  - Personal Ethics
    - Guide an individual's personal behavior
  - Business Ethics
    - Guide a business's policies, decisions, and actions
  - Computer Ethics
    - Concern moral conduct related to computer use
- Individuals and businesses make ethical decisions every day which determine success
- Laws
  - Formal rules of society will result in a penalty if violated

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## Policies and Guidelines

- Both are binding and enforced in organization
- Policies
  - Large static documents approved by governance
  - Written with some degree of flexibility so they can be adapted to changing circumstances
  - Penalties are not usually included in a policy
- Guidelines are based on policy
  - Focus on specific process in the functional area
  - Approved and changed by department affected so puts authority in knowledgeable staff
  - More explicit than policies in defining allowances
  - Specify penalties for violations

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## Codes of Conduct Acceptance

- User Access Agreements
  - Log on to employer-owned computers, employees are required to acknowledge and accept the user access agreement
- Employee Code of Conduct
  - Policies, steps, procedures, and guidelines define the "who, what, and when" for running the organization and also define the organization's expectations of all employees collectively
- Professional Associations' Codes of Ethics
  - Standards and behaviors that apply to members who come from many different companies and even countries

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## Software Theft or Piracy

- Software theft, occurs when software is illegally copied, registered, activated, released, or sold
  - Software includes data files, music files, videos, pictures, game files, e-books, computer applications, and operating system programs
- Victims of piracy are software manufacturers, writers, programmers, and legitimate owners
  - Customers who purchase software are victims of piracy as well, because the purchase price of software increases to cover development costs
- Software manufacturers register or *copyright* their work to protect it from unethical copying

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## What Is Copyright?

- Copyright refers to a series of rights that are granted to the author of an original work
  - Reproduction and distribution rights
  - Right to exploit their work and stop others
- United States, copyright is automatically granted to the creator of a work
  - Copyright protection remains in effect for the life of the author plus an additional 70 years
  - explicit copyright notice on the work ("©2010"), is not required to qualify for copyright protection
  - "Copyright does not protect facts, ideas, systems, or methods of operation, although it may protect the way these things are expressed."

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## The Digital Millennium Copyright Act (1998)

- If illegal activity is detected, the ISP is obligated to ensure that these illegal transfers or publications of copyrighted materials do not continue
- Violators can be liable for civil penalties of up to $150,000 per violation
- You could also face criminal prosecution, with fines and penalties.
- Is the risk of getting a criminal record and paying a hefty fine worth the reward of having pirated software?

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## Social Networking

- Social networking is ongoing communication between one or more groups of persons
  - Facebook.com, Twitter.com, eHarmony.com
  - Career development: jobs posts and resumes
    - Linkin.com, Glassdoor.com, monster.com, usajobs.gov
- Public databases can store integrated information about individuals such as:
  - Police records, tax records, and credit records
  - Photos, Location, likes profiles, connections
- Cyberbullying is hostile communication behavior
  - Intimidate, control, manipulate, or humiliate recipient
- Cyberstalking is repeated unwanted communication
  - Can lead to same behavior described in cyberbullying

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## Privacy

- Personally Identifiable Information (PII)
  - Name, social security number, driver license ID,
  - Credit cards
- Methods Criminals Use to Illegally Obtain PII
  - Leaving computer unattended
  - UserID and password acquisition (keyloggers)
  - Weak or common passwords
  - Social engineering—trick you into providing personal information which grants them access
  - Phishing—e-mail that looks legitimate but comes from a source seeking to illegally obtain your PII
- Browser tracking in the name of "marketing"

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## Consequences of Identity Theft

- You have been hacked
- Criminal may have access to any of your transactions stored online
  - Medical records, tax records, driver's license
    records, credit reports, and criminal records
  - Bank accounts, PayPal account, credit cards
  - Telephone numbers, home address
  - Email accounts

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## Computer Security

- Computer Security is a safeguard.
  - Protect personally identifiable information (PII)
  - Protect computers from cyber criminal attack
- *Compromise* is a breach in security
  - Malicious attacker hacking into a system
  - User forgetting to log out of a machine
- *Risk* is likelihood that the compromise occurs
  - Confidentiality risk: exposing password and user ID
  - Integrity risk: unauthorized change to documents
  - Availability risk: improper control of access

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## Cyber Criminal Tactics

- Malware = "malicious software."
  - Viruses spread via e-mail, websites, file sharing, USB drives, and removable media
  - Worms spread across networks by exploiting software vulnerabilities
  - Trojan horses disguised as legitimate software "Backdoor" trojan facilitate unauthorized access
  - Spyware collects information about computers or their users and sends it to third parties
- Spam messages are unsolicited messages.
  - Can't harm computer without user interaction
  - Opening attachments or clicking links malware

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## Protection from Cyber Attacks

- Antivirus software scans your computer and files to protect it from known viruses
  - Bitdefender Antivirus
  - AVG Antivirus
  - Avast
- Firewall is a protective layer with Internet
- Strong Passwords mix letter case, numbers, and symbols. Use password manager such as KeePass
- Develop Good Security Habits like logging out, beware of spam emails, changing passwords
- Use Encryption on transmitted documents
- Scan and Immunize against Spyware
  - Spybot Search and Destroy
  - Spybot Anti-Beacon

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## Signs Computer Is Compromised?

- Signs Computer Is Compromised?
  - Pop-up ads appear even when not on web
  - Home page of your web browser is hijacked
  - Computer seems less responsive and slow
  - Internet access is persistently slower
  - Windows is "low on resources" frequently
  - Your firewall cannot be started
  - Antivirus software cannot be updated
  - Computer is crashing often
- Responding to a Compromise
  - Update and run virus and spyware scanners
  - Have serviced by a computer professional

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## Introduction to PowerPoint

- PowerPoint is presentation graphics application
  - Utilizes Slide Show paradigm for speeches
  - Bulleted items, Clip art, Photos, Sound, Animation
  - Prepare speaker notes
  - Print Handouts
- PowerPoint is a Vector Graphics program
  - Math description for objects size and placement
  - Scalable Objects & Fonts for different resolutions
  - Uses *filename*.pptx extension
- Can export to Bitmapped (raster) graphics
  - *filename*.bmp is uncompressed fast rendering with large file size
  - *filename*.gif .jpg .png are compressed web graphic with small size

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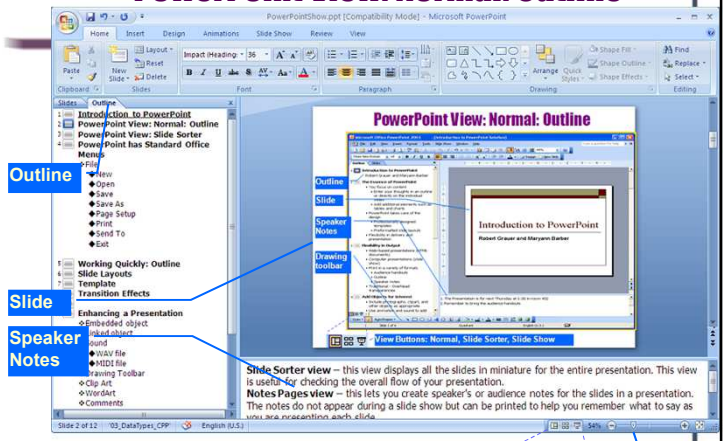
## PowerPoint View: Normal: Outline

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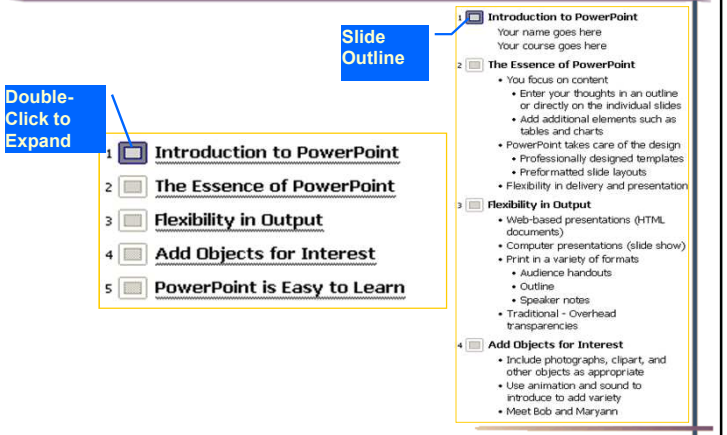
## Working Quickly: Outline

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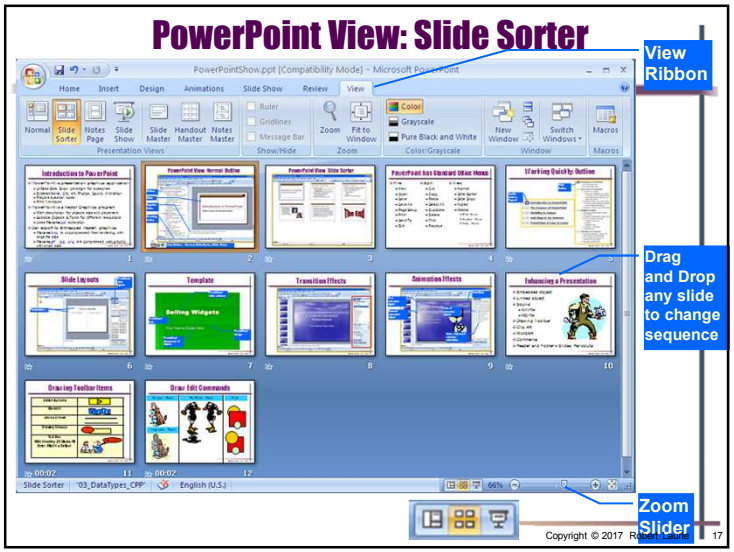
PowerPoint View: Slide Sorter
View Ribbon
Drag and Drop any slide to change sequence
Zoom Slider
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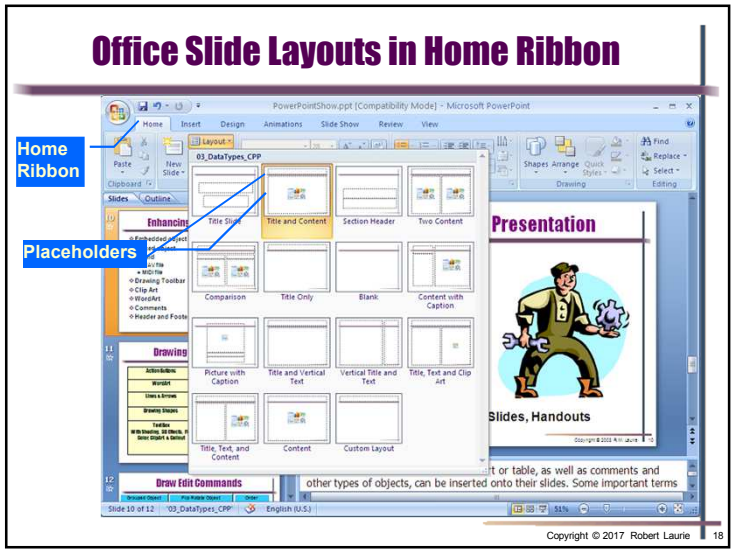
Office Slide Layouts in Home Ribbon
Home Ribbon
Placeholders
Presentation
Slides, Handouts
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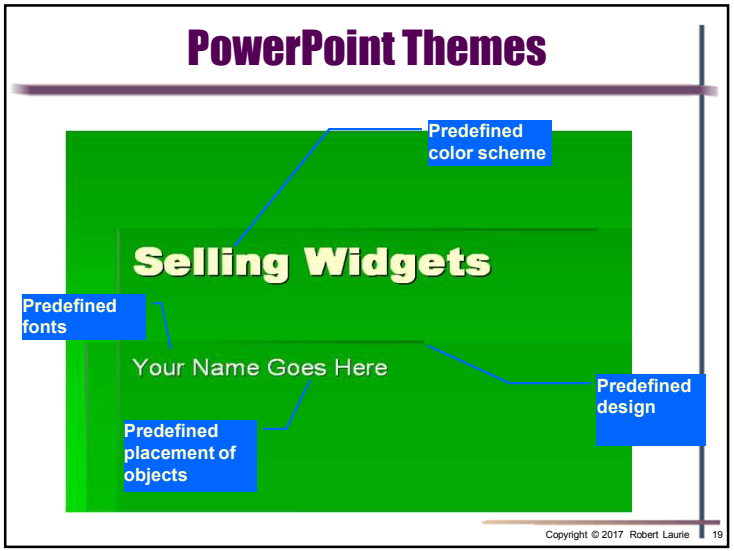
PowerPoint Themes
Predefined color scheme
Selling Widgets
Predefined fonts
Your Name Goes Here
Predefined design
Predefined placement of objects
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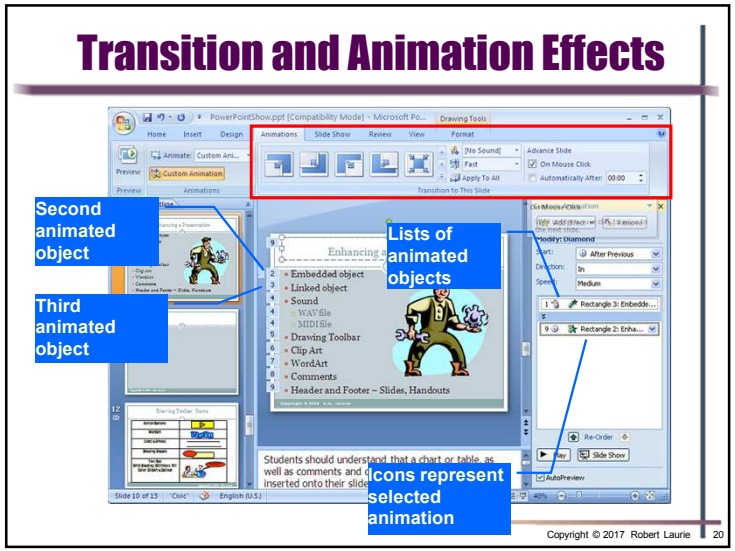
Transition and Animation Effects
Second animated object
Third animated object
Lists of animated objects
Icons represent selected animation
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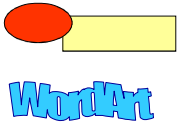
## Enhancing a Presentation

- Embedded object
- Linked object
- Sound
  - WAV file
  - MIDI file
- Drawings
- Clip Art
- WordArt
- Comments
- Header and Footer – Slides, Handouts

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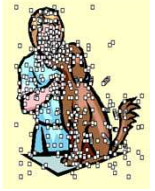
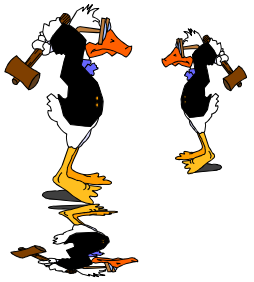
## Draw Edit Commands

**Grouped Object**

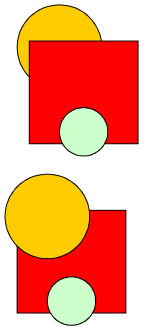
**Ungrouped Object**



**Flip Rotate Object**



**Order**



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