Working in ICT: Key Concepts and Guidelines

Complying with IP, Ethics, and Privacy Policies

Explore copyright, ethics, and privacy principles in ICT environments

Learn effective collaboration and cybersecurity risk management

Introduction to ICT Principles

- **Understand copyright, ethics, and privacy principles**

- **Explore effective collaboration techniques**

- **Manage cybersecurity risks**

- **Apply principles to real-world ICT scenarios**

Understanding Copyright in Australia

Key Sources

Australian Copyright Council

Attorney-General's Department

Copyright Definition

Protects original works, including logos

Covers reproduction, distribution, and display rights

Evaluating Copyright Policies

1 **Locate Policy**

Check employee handbook or company intranet

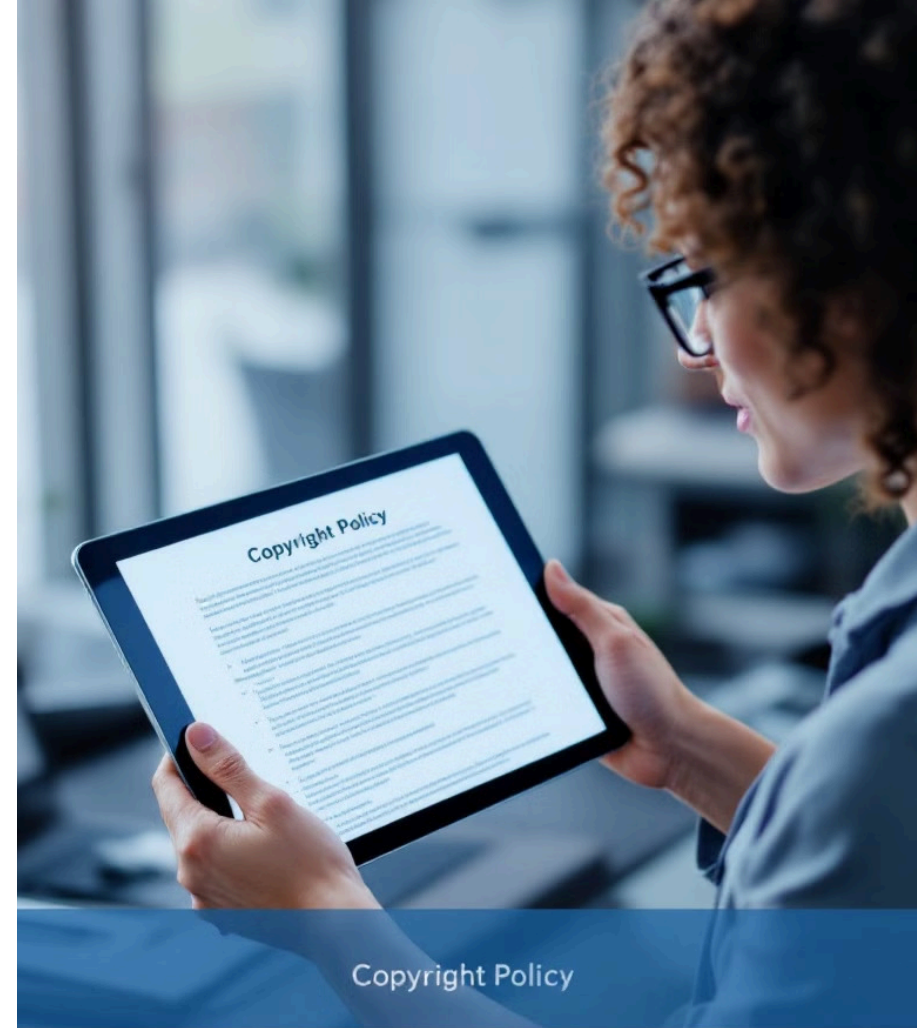**2** **Evaluate**

Ensure alignment with Copyright Act 1968

3 **Distribute**

Conduct training sessions and intranet updates

4 **Educate**

Organize workshops and regular meetings

Privacy Standards and Expectations

Federal Resources

Australian Privacy
Commissioner's website

State Guidelines

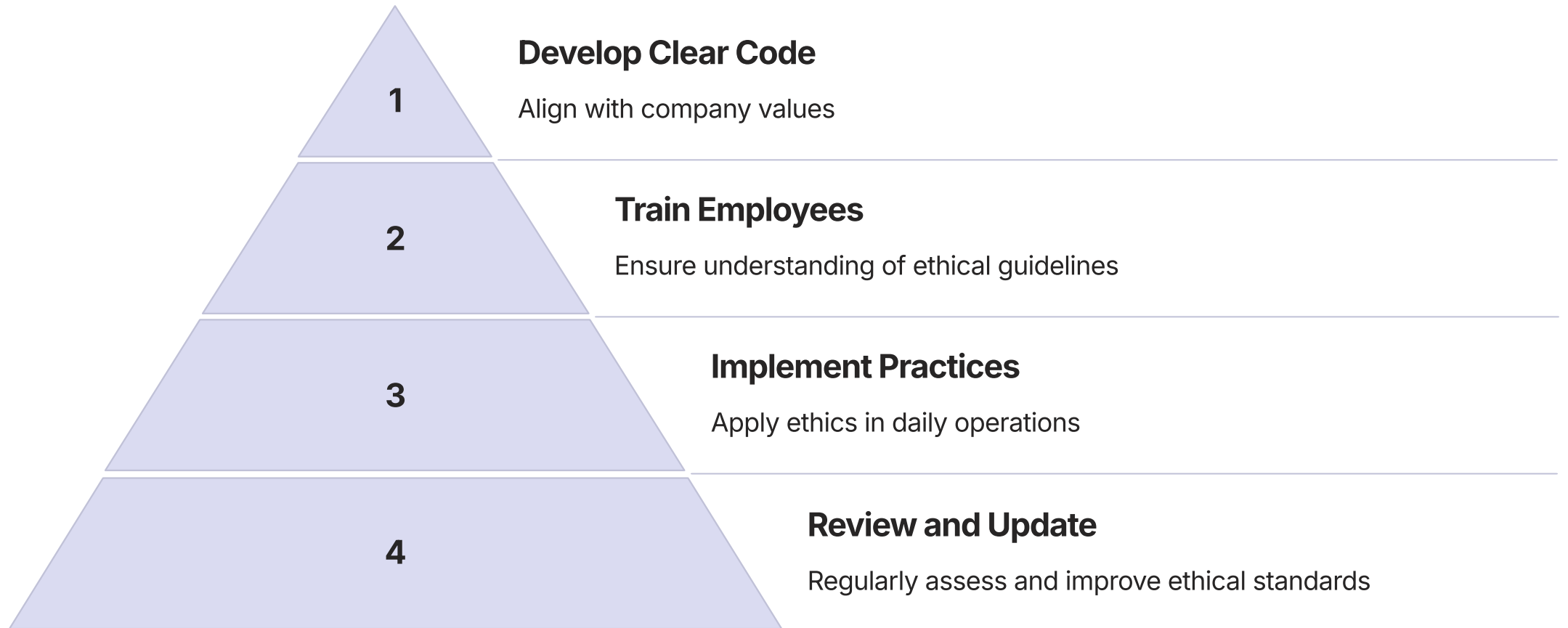Victorian State Government
privacy guidelines

**Individual
Responsibilities**

Secure handling of personal
data

Transparency

Informed consent for data
collection

Code of Ethics in ICT

Develop Clear Code

Align with company values

1

Train Employees

Ensure understanding of ethical guidelines

2

Implement Practices

Apply ethics in daily operations

3

Review and Update

Regularly assess and improve ethical standards

4

Policy Adherence and Feedback

1	2	3	4

Regular Reviews

Conduct quarterly checks

Understanding Checks

Use surveys, interviews, performance reviews

Feedback Collection

Implement anonymous suggestion boxes, staff meetings

Continuous Improvement

Apply feedback to refine policies

Risks of IP Infringement

Legal Challenges

Costly lawsuits and potential fines

Reputational Damage

Loss of trust and credibility

Competitive Disadvantage

Loss of unique market position

Financial Impact

Decreased revenue and increased legal costs

Developing IP Infringement Strategy

1 **Outline Actions**

Create step-by-step violation handling process

2 **Communicate Rights**

Educate stakeholders on IP protections

3 **Regular Audits**

Conduct compliance checks and assessments

4 **Update Procedures**

Refine strategy based on audit findings

Improving IP, Ethics, and Privacy Policies

Risks

Legal challenges

Data breaches

Loss of trust

Opportunities

Regular policy reviews

Enhanced security measures

Comprehensive employee training