3.50 Online Etiquette and Ethics

Operate securely and professionally in a digital environment

Assignment 1

LO 1 Apply appropriate ethics, standards and practices to comply with legal and organisational requirements

LO 2 Identify risks when using digital tools

LO 3 Communicate effectively online

To fill in the form follow this instruction: 

Key your Name here: Click here to enter text.

Save this document to your  folder (this is in Documents or your H: drive)

**Assessment Conditions:**

* The documents produced during this assessment must be entirely your own work. You signed an Attestation Form at the Getting Started Session.
* When completing this assessment you must comply with occupational health and safety guidelines in relation to your own working environment and practices. You signed an Attestation Form at the Getting Started Session.
* This is an open book assignment. Use of workbooks and powerpoint presentations is allowed. No printing is required.
* Your document must be emailed in as per instructions at the end of the assignment.
* Any feedback will be phoned or emailed from [nzcc3@eit.ac.nz](mailto:nzcc3@eit.ac.nz)
* Your Assessment Decision will also be phoned or emailed from [nzcc3@eit.ac.nz](mailto:nzcc3@eit.ac.nz)

Go to the next page to begin Assignment 1 (Assignment 2 is in your workbook)

## Task One: LO 1, LO 2, LO 3

Read the following articles (all sourced from The Press) then answer the questions that follow:

##### Wellington man charged with posting intimate recordings



**CARYS MONTEATH A Wellington man has been charged with posting an intimate recording.**

**A Wellington man has been charged with posting on Facebook intimate visual recordings he had made.**

**It is believed to be the first prosecution under the act in Wellington.**

**Stefan Benatsky, 37, of Miramar faces two charges of posting intimate visual recordings of a 21-year-old woman with intent to cause her harm and did cause serious emotional distress.**

**He is also charged with sexual violation, making intimate visual recordings and possession of cannabis.**

**He was remanded by a Wellington District Court registrar until next month without plea. The charges of posting the recording carries a maximum of two years in jail or a $50,000 fine.**

**On Wednesday Nelson man, Aaron Stephen Tamihana, 28, was sentenced to 11 months jail by Judge David Ruth for sending a disturbing video to a woman via Facebook.**

What Act was being breached by the Wellington Man?

Click here to enter text.

What are your responsibilities as a Facebook user to ensure you do not breach this Act?

Click here to enter text.

##### EQC breach affects 83,000



**Prime Minister John Key says the big breach at EQC was "distressing" but most people had probably sent an email or text message in error. "We do live in a world where these things are possible."**

**The comments came after the Earthquake Commission revealed that the breach last week was more than eight times larger than originally announced – affecting every claimant in the Canterbury home repair programme.**

**This afternoon, EQC chief executive Ian Simpson said the data in the spreadsheet, emailed to a third party outside the organisation, could be manipulated to reveal the details of 98,000 claims from all 83,000 claimants.**

**Originally, only 9700 people’s information was said to be at risk in the breach, which happened on Friday morning.**

**Key said Government agencies were looking at ways to tighten up and ensure it did not happen again. "But all of us probably in our lives have sent an email by mistake or a text message by mistake. It does happen.”**

**EQC had acted quickly and sought a statutory declaration that the information was destroyed. For the sheer volume of information sent, the number of breaches were small. EQC had dealt with a huge amount of information and had only one breach, though that was still one too many.**

**"It was one file sent to one person."**

**Simpson said the outside party had since destroyed the email, though four other people had been in the room when it was received.**

What Act was being breached by the person who sent the file?

Click here to enter text.

What are your responsibilities to ensure you do not breach this Act?

Click here to enter text.

##### Warehouse fined $19,800 after spamming customers who hit ‘unsubscribe’

**The Warehouse has been fined almost $20,000 for repeatedly spamming people who had asked to be taken off its mailing lists.**

**On Thursday the Department of Internal Affairs said it had issued a civil infringement notice under the Unsolicited Electronic Messages Act 2007.**

**The Warehouse did not object to the notice and has paid the $19,800 fine, DIA said in a statement.**

**The investigation found that email recipients had continued to receive electronic messaging from The Warehouse even after they asked to be unsubscribed from mailing lists.**

What Act was breached by The Warehouse?

Click here to enter text.

What should The Warehouse have done to prevent a breach of this Act?

Click here to enter text.

## Task Two: LO 1, LO 2, LO 3

Answer all of the questions below:

##### Question 1

What is digital citizenship?

Click here to enter text.

What is a digital footprint?

Click here to enter text.

What is digital etiquette?

Click here to enter text.

##### Question 2

What is etiquette?

Click here to enter text.

##### Question 3

What is the difference between ethics and etiquette?

Click here to enter text.

##### Question 4

List three points of e-mail etiquette you need to consider when sending emails to colleagues & customers?

Click here to enter text.

##### Question 5

Many organisations don’t want employees to use social networking sites such as Facebook, or use personal e-mail during work hours. Why is this?

Click here to enter text.

##### Question 6

What are your responsibilities if personal email and social networking use at work is allowed?

Click here to enter text.

##### Question 7

Why do many employers discourage sending confidential material using digital communication tools (such as e-mail, instant messaging)?

Click here to enter text.

##### Question 8

What is spam e-mail and how can you reduce the amount of spam email you receive?

Click here to enter text.

## Task Three LO 1, LO 2

When using digital tools in a workplace or educational setting you need to be aware of any organisational regulations – have a look at EIT’s Handbook. These are guidelines to make sure users are not doing anything unethical or illegal. Navigate to:    
download to view  **Read Student Rights and Responsiblities –pages 5-11.**

##### Question 1

List three things users must agree to when using EIT’s computer system.

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Click here to enter text.

Click here to enter text.

##### Question 2

Provide at least three examples of unacceptable use.

Click here to enter text.

Click here to enter text.

Click here to enter text.

##### Question 3

If you breach the Computer usage policy, what could EIT do?

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## Task Four LO 2

Fill in the following diagram to show how risk can be assessed and managed in terms of the **Health & Safety at Work Act 2015**

Steps 1 to 6:

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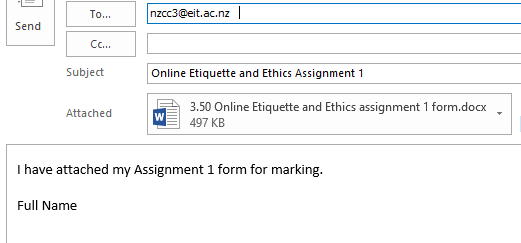
When complete check that you have:

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Saved in the correct folder

Keyed answers to all questions

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**Go back to the workbook and complete:**

