



ICTICT451

Comply with IP, ethics and privacy policies in ICT environments

Assessment 1 of 4

Short Answer Questions

Assessor Guide



Assessment Instructions

Task Overview

This assessment task is divided into four (4) short answer questions. Read each question carefully before typing your response in the space provided.

Important: Before commencing your work, you must update your *Student name* and *Student number* in the footer from **page 2** onwards.

Additional Resources and Supporting Documents

To complete this assessment, you will need:

- Learning Material
- ICTICT451_01_ Communication Processes and Procedures for Intellectual Property, Privacy and Ethics.

Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the Learning Platform. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Question 1

Access the Copyright Act 1968 through the link below.

Copyright Act 1968

<https://www.legislation.gov.au/Series/C1968A00063>

Answer the questions that follow.

Assessor instructions: Students must respond to the following prompts about the Copyright Act 1968.

The acceptable responses must:

- Be within the specified word limit.
- Reflect the characteristics described in the exemplar answer.

Benchmark answers are provided below.

a. Describe the Copyright Act 1968.

(Approximate word count: up to 60 words)

The Copyright Act 1968 governs intellectual property and copyright protection. It outlines the rights and responsibilities related to original creative works such as books, arts, and software. It grants creators exclusive rights to reproduce, distribute, and perform their works while also setting limitations and exceptions for fair dealing. It helps safeguard the rights of content creators and encourages innovation and creativity while balancing the public's interest in accessing and using copyrighted materials.

b. Complete the table below about the exclusive rights of copyright holders outlined in the Copyright Act 1968 by responding to the following prompts:

- Outline three exclusive rights granted to copyright holders.
Access Part III C Division 1 Nature, duration and ownership of copyright in works.
- Explain how each exclusive right identified is applied in the ICT industry.

Exclusive Rights

Assessor instructions: The student must outline three exclusive rights granted to copyright holders.

Although responses will vary, for satisfactory performance, the student's response must:

- Be at least three legal privileges that copyright owners have over their creative and intellectual works.
- Correspond to the nature of copyright in original works in Part III Division 1 of the Copyright Act 1968.

Application

(Approximate word count: up to 60 words)

Assessor instructions: Students must explain how each exclusive right identified is applied in the ICT industry in 30 words or more.

Although responses will vary, for satisfactory performance, the student's response must correspond to the practical implementation of each exclusive right identified within the ICT sector.

| | |
|--|---|
| i. | |
| ii. | |
| iii. | |
| <p>Responses can include:</p> <ul style="list-style-type: none"> i. <u>To reproduce the work in a material form in the case of literary, dramatic or musical and artistic work</u> ii. To publish the work in the case of literary, dramatic or musical and artistic work iii. To perform the work in public in the case of literary, dramatic or musical work iv. To communicate the work to the public in case of literary, dramatic or musical and artistic work v. To make an adaptation of the work in the case of literary, dramatic or musical work vi. To enter into a commercial rental arrangement in respect of the work reproduced in a sound recording in the case of a literary work (other than a computer program) or a musical or dramatic work vii. To enter into a commercial rental arrangement in respect of the program in case of a computer program | <p>For example, if the student identified to reproduce the work in a material form in the case of literary, dramatic or musical and artistic work as an exclusive right, their response can be:</p> <p>Individuals or organisations cannot legally copy, duplicate or reproduce copyrighted software or digital content without proper authorisation from the copyright holder. For instance, creating unauthorised copies of software, such as operating systems, for distribution or sale is a violation of this exclusive right.</p> |
| <p>c. Outline three exceptions to copyright infringement relevant to computer programs.</p> <p><i>Access Part III C Division 4A Acts not constituting infringement of copyright in computer programs.</i></p> <p>Assessor instructions: Students must outline three exceptions to copyright infringement relevant to computer programs.</p> <p>Although responses will vary, for satisfactory performance, students' responses must correspond to the acts not constituting infringements of copyright in computer programs within Division 4A of the Copyright Act 1968</p> | |
| i. | |

ii.

iii.

Responses can include:

- I. Reproduction for normal use or study of computer programs
- II. Back-up copy of computer programs
- III. Reproducing computer programs to make interoperable products
- IV. Reproducing computer programs for security testing

Question 2

Respond to the following prompts below about the key policies, procedures and documentation in the ICT industry related to codes of ethics.

Assessor instructions: Students must respond to the following prompts below about the key policies, procedures and documentation in the ICT industry related to codes of ethics.

The acceptable responses must:

- Be within the specified word limit.
- Reflect the characteristics described in the exemplar answer.

Benchmark answers are provided below.

- a. Access the document below about the ACS (Australian Computer Society) Code of Professional Ethics.

ACS Code of Professional Ethics

<https://www.acs.org.au/governance/rules-and-regulations.html>

Complete the table below about the core values of the ACS Code of Ethics.

- Identify all core values that ICT professionals are expected to practice.

Access Section 2 Values seen in ACS Code of Professional Ethics.

- Explain how ICT professionals will apply each core value identified in their role.

Core Values

Assessor instructions: The student must identify all core values that ICT professionals are expected to practice.

For satisfactory performance, the student's responses must correspond to all values outlined in Section 2 of the ACS Code of Professional Ethics.

Application

(Approximate word count: up to 50 words)

Assessor instructions: In their own words, students must explain how ICT professionals will apply each core value identified in their role.

Although wording will vary, for satisfactory performance, the student's responses must be actions that are expected of ICT professionals to practically execute to uphold the identified core values.

| | |
|--|---|
| <p>i.</p> <p>Honesty</p> | <p>ICT professionals can uphold honesty by consistently providing accurate information and avoiding any form of deception or omission in their interactions with stakeholders. When they encounter instances of unprofessional conduct, they should take proactive steps to address these situations rather than remain passive observers.</p> |
| <p>ii.</p> <p>Trustworthiness</p> | <p>ICT professionals can exhibit trustworthiness by taking ownership of their responsibilities and transparently communicating competencies. ICT professionals should also maintain consistency in actions and ethical practices, ensuring they can handle and protect stakeholders' personal information with care and confidentiality.</p> |
| <p>iii.</p> <p>Respect</p> | <p>ICT professionals can promote respect by being impartial, devising harm mitigation strategies, and respecting intellectual property rights while fostering diversity and inclusivity. They should also educate the public about ICT implications, engage in ICT discussions, make environmentally conscious choices, encourage knowledge growth, advance ICT, and address industry challenges.</p> |

b. Access the Association for Computing Machinery Code of Ethics and Professional Conduct through the link below.

ACM Code of Ethics and Professional Conduct

<https://www.acm.org/code-of-ethics>

Complete the table below about the ethical principles outlined in the document.

- Identify three general ethical principles that must be adhered to by computing professionals.

Access Section 1 General Ethical Principles found in ACM Code of Ethics and Professional Conduct

- Explain how computing professionals will apply each identified ethical principle in their role.

General Ethical Principle

Assessor instructions: Students must identify three general ethical principles that must be adhered to by computing professionals.

Although responses will vary, for satisfactory performance, students' responses must correspond to three general principles established in Section 1 of the ACM Code of Ethics and Professional Conduct.

Application

(Approximate word count: up to 50 words)

Assessor instructions: Students must explain how computing professionals will apply each identified ethical principle in their role.

Although responses will vary, for satisfactory performance, student's responses must correspond to the actions that ICT professionals take to practically implement each ethical principle within their professional responsibilities and conduct.

| | |
|--|---|
| i. | |
| ii. | |
| iii. | |
| <p>Responses can include:</p> <ul style="list-style-type: none"> i. Contribute to society and to human well-being, acknowledging that all people are stakeholders in computing ii. Avoid harm iii. Be honest and trustworthy iv. Be fair and take action not to discriminate v. Respect the work required to produce new ideas, inventions, creative works, and computing artifacts vi. <u>Respect privacy</u> vii. Honour confidentiality | <p>For example, if the student identified respect privacy as an ethical principle, their response can be:</p> <p>They should prioritise the protection of stakeholders' personal information by implementing robust privacy policies, obtaining informed consent for data usage, regularly updating security measures and transparently addressing any breaches or vulnerabilities to ensure the confidentiality of stakeholders' data.</p> |
| <p>c. Access the document below about the Procedures for Determining Breach of the Code of Conduct and for Determining Sanction.</p> <p style="text-align: center;">Procedures for Determining Breach of the Code of Conduct and for Determining Sanction</p> <p style="text-align: center;">https://www.dss.gov.au/about-the-department/policies-legislation/procedures-for-determining-breaches-of-the-code-of-conduct-and-for-determining-sanction</p> <p>Respond to the following prompts.</p> | |

- i. Outline the steps that must be taken for a determination process to take place following a suspected breach in the Code of Conduct.

Access Section 5 Determination Process

(Approximate word count: 80 - 90 words)

Assessor instructions: Students must outline the steps that must be taken for a determination process to take place following a suspected breach in the Code of Conduct.

Although wording will vary, for satisfactory performance, the student's response must correspond to Section 5, **The Determination Process** of the document.

1. Inform the person of the details of the suspected breach of the Code, including any subsequent variation of those details.
2. Inform the person of where the person is an APS employee and the sanctions that may be imposed on them under subsection 15 (1) of the Act.
3. Give the person a reasonable opportunity to make a written statement or provide further evidence in relation to the suspected breach within 7 calendar days or any longer period that is allowed by the decision-maker.

- ii. Outline the steps that must be taken to impose a sanction on an employee in relation to the code of conduct.

Access Section 6 Sanctions

(Approximate word count: 40 – 50 words)

Assessor instructions: The student must outline the steps that must be taken to impose a sanction on an employee in relation to the code of conduct.

Although wording will vary, for satisfactory performance, the student's response must correspond to Section 6 **Sanctions** of the document.

1. Inform the employee of the determination made, the sanctions under consideration, and the factors influencing the decision.
2. Give the employee a reasonable opportunity to make a written statement regarding the considered sanctions within 7 days or a longer period if permitted by the sanction delegate.

Question 3

Respond to the following prompts below about the key policies, procedures and documentation in the ICT industry related to privacy.

Assessor instructions: Students must respond to the following prompts below about the key policies, procedures and documentation in the ICT industry related to privacy.

The acceptable responses must:

- Be within the specified word limit.
- Reflect the characteristics described in the exemplar answer.

Benchmark answers are provided below.

- a. Access the document below about the Guidelines for Cyber Security Incidents.

Guidelines for Cyber Security Incidents

<https://www.cyber.gov.au/resources-business-and-government/essential-cyber-security/ism/cyber-security-guidelines/guidelines-cyber-security-incidents>

Respond to the prompts that follow.

- i. Describe the function of establishing a cyber security incident management policy in protecting privacy.
(Approximate word count: up to 50 words)

Assessor instructions: Students must describe the function of establishing a cyber security incident management policy to protect privacy.

Although wording will vary, for satisfactory performance, the student's response must correspond to the Cyber Security Incident Management Policy section of the document.

Establishing a cyber security incident management policy can increase the likelihood of successfully planning for, detecting and responding to malicious activity on networks and hosts, such as cyber security events and cyber security incidents, ensuring privacy protection.

- ii. Outline the process for handling and containing data spills based on the document provided in protecting privacy.

(Approximate word count: up to 60 words)

Assessor instructions: The student must outline the process for handling and containing data spills based on the document provided in protecting privacy.

Although wording will vary, for satisfactory performance, the student's response must correspond to the steps found in the Handling and Containing Malicious Data Spills section of the document.

1. Inform data owners and restrict access to the data.
2. Power off or remove connectivity of affected systems or have additional access controls applied to the data.
3. Note that powering off systems could destroy data.
4. Users should be made aware of appropriate actions, such as not deleting, copying, printing or emailing the data.

- b. Access the Privacy Policy through the link below.

Privacy Policy

<https://www.oaic.gov.au/privacy/your-privacy-rights/your-personal-information/what-is-a-privacy-policy>

Respond to the prompts that follow.

- i. Identify at least five components that a privacy policy should address to inform individuals about their personal information handling to protect the privacy of individuals.

Assessor instructions: The student must identify at least five components that a privacy policy should address to inform individuals about their personal information handling to protect the privacy of individuals.

Although responses will vary, for satisfactory performance, students' responses must correspond to the key information that individuals need to be informed about regarding the collection, use, and protection of their personal data outlined in the organisation's privacy policy.

Responses can be:

- The organisation's name and contact details.
- The kinds of personal information the organisation collect and store.
- The organisation's methods of collecting personal information and the locations where such information is stored.
- The reasons why the organisation need to collect personal information.
- The organisation's plans for using and disclosing personal information.
- The process through which individual can access their personal information or ask for a correction.
- The procedure for lodging a complaint if an individual thinks their information has been mishandled and how the organisation will handle the complaint.
- If the organisation is likely to disclose an individual's information outside Australia and, if practical, which countries the organisation is likely to disclose the information to.

- ii. Explain how an organisation can collect personal information to protect the privacy of individuals in the ICT industry.

(Approximate word count: 80 – 100 words)

Assessor instructions: The student must explain how an organisation can collect personal information to protect the privacy of individuals in the ICT industry.

Although wording will vary, for satisfactory performance, the student's response must correspond to ways that organisations lawfully and fairly gather data, ensuring the privacy of individuals.

An organisation can uphold individual privacy while collecting personal information through a transparent and consent-driven approach. Clearly communicating the purpose and details of data collection, supported by a comprehensive privacy policy, ensures individuals are well-informed. Obtaining explicit consent and explaining its implications before collecting personal information prioritises informed choices. Adhering to data minimisation and purpose limitation principles helps collect only necessary information, preventing unnecessary intrusion. Robust security measures, anonymisation or pseudonymisation and regular data accuracy checks further fortify privacy protection, ensuring responsible and respectful handling of personal information in the digital landscape.

Question 4

Access the provided **ICTICT451_01_ Communication Processes and Procedures for Intellectual Property, Privacy and Ethics**.

Respond to the prompts below.

Assessor instructions: Students must access the provided policy and respond to the prompts in the table below.

Students are likely to use wording different from the sample answer provided. However, the acceptable responses must:

- Be within the specified word limit.
- Reflect the characteristics described in the exemplar answer.

Benchmark answers are provided below.

| |
|---|
| <p>a. Identify the five communication processes Bounce Fitness uses to identify intellectual property policies.</p> <p>Assessor instructions: Students must identify the five communication processes Bounce Fitness uses to identify intellectual property policies.</p> <p>For satisfactory performance, the student’s response must correspond to the benchmark answers below.</p> |
| <p>i.</p> <p>Regular meetings</p> |
| <p>ii.</p> <p>Reporting channels</p> |
| <p>iii.</p> <p>Collaboration platforms</p> |
| <p>iv.</p> <p>Communications campaigns</p> |
| <p>v.</p> <p>Policy update announcements</p> |
| <p>b. Outline all steps to take to report violations to intellectual property policies.</p> <p>Assessor instructions: Students must outline all steps to take to report violations to intellectual property policies.</p> <p>For satisfactory performance, the student’s response must correspond to the following benchmark answer.</p> |
| <ol style="list-style-type: none">1. Identify potential IP violations, such as unauthorised use, infringement or misappropriation.2. Use designated reporting channels to report concerns.3. Provide detailed information about the suspected violations.4. Protect the anonymity of whistleblowers, if requested.5. Designate personnel to investigate reported violations and take appropriate actions. |
| <p>c. Identify the four communication processes Bounce Fitness uses to communicate information related to privacy.</p> <p>Assessor instructions: Students must identify the four communication processes Bounce Fitness uses to communicate information related to privacy.</p> <p>For satisfactory performance, the student’s response must correspond to the benchmark answers below.</p> |
| <p>i.</p> |

| | |
|------|---|
| | Privacy reviews |
| ii. | Privacy impact assessments. |
| iii. | Privacy policy training sessions. |
| iv. | Privacy awareness campaigns. |
| d. | <p>Outline all steps to take to acknowledge understanding of accessed privacy procedures.</p> <p>Assessor instructions: Students must outline all steps to take to acknowledge understanding of accessed privacy procedures. For satisfactory performance, the student’s response must correspond to the following benchmark answer.</p> |
| | <ol style="list-style-type: none"> 1. Distribute the Privacy Policy Acknowledgement Form to employees and stakeholders. 2. Ask individuals to read and comprehend the policy before signing the form. 3. Request individuals to sign the form as an acknowledgement of their commitment to upholding the policy. 4. Maintain a record of completed forms for compliance and audit purposes. |
| e. | <p>Identify the four communication processes Bounce Fitness uses to identify ethics policies.</p> <p>Assessor instructions: Students must identify the four communication processes Bounce Fitness uses to identify ethics policies. For satisfactory performance, the student’s response must correspond to the benchmark answers below.</p> |
| i. | Regular employee meetings |
| ii. | Ethics training workshops |
| iii. | Ethical decision-making guidelines |
| iv. | Ethics newsletter |
| f. | <p>Outline all steps to take to distribute copies of the ethics policies across the organisation.</p> <p>Assessor instructions: Students must outline all steps to take to distribute copies of the ethics policies across the organisation.</p> |

For satisfactory performance, the student's response must correspond to the following benchmark answer.

1. Define the channels and methods to distribute the organisation's ethics policy.
2. Describe the requirement for all employees and relevant stakeholders to read and understand the policy.
3. Explain the process for employees to acknowledge their commitment to adhering to the policy.
4. Provide guidelines for updating and reissuing the ethics policy as necessary.

Assessment submission checklist

Students must have completed all questions within this assessment before submitting. This includes:

| | | |
|---|---|--------------------------|
| 1 | Four (4) short answer questions completed in the spaces provided. | <input type="checkbox"/> |
|---|---|--------------------------|

Assessment feedback

Assessors are to indicate the assessment outcome as Satisfactory (S) or Not Yet Satisfactory (NYS).

| | | |
|---------------------------|----------------------------|------------------------------|
| Assessor comments: | <input type="checkbox"/> S | <input type="checkbox"/> NYS |
|---------------------------|----------------------------|------------------------------|


Congratulations, you have reached the end of Assessment 1!

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