

Unit 10 Assignment: Computer Use Policy



To: Technology Advisor

From: Legal

Re: Computer Use Policy

Due to many changes in the corporate structure, and because we have instituted a new “Bring Your Own Device” policy, it is very important that we create a computer use policy for all employees to sign. This will alert them to potential ethical issues that may arise due to the use of the company technology. Please research several computer use policies online. You may use them as guides in development of our policy however, it is very important that you do not duplicate or copy any policy to avoid copyright infringement claims against the company.

Task

Write a computer use policy.

1. Explain ethical computing
2. Explain plagiarism and copyright infringement.
 - a. What is the difference between the two?
 - b. How do you know if you are plagiarizing or violating copyright?
 - c. Research plagiarism and find an example of plagiarism that was in the news.
 - d. Explain copyleft.
3. Explain software piracy.
 - a. What are the penalties?
4. Sharing an Internet connection
 - a. Penalties
5. Explain ethical issues related to using social media.
 - a. Give a specific example where an employee was terminated due to actions on social media.
6. Explain an employer's **legal** right to review your activities using their technology. Give specific examples where the law has been upheld or applied.

- a. Keylogging
- b. Reading emails
- c. Monitoring Internet usage/sites visited

When answering these questions, please write 3 to 4 sentences on each topic. Give examples where appropriate. Use a minimum of two sources **other than your book**. Remember to cite your sources.

Task	Possible Points	Earned Points
• Ethical computing	0-5	
• Plagiarism and copyright <ul style="list-style-type: none">○ Difference○ Avoiding○ Example○ Copyleft	0-9	
• Software piracy <ul style="list-style-type: none">○ Penalties	0-7	
• Sharing Internet <ul style="list-style-type: none">○ Penalties	0-7	
• Social media <ul style="list-style-type: none">○ Example	0-7	
• Employer's rights <ul style="list-style-type: none">○ Keylogging○ Emails○ Monitoring	0-15	
Total	0-50	

Directions for Submitting Your Assignment

Before you submit your assignment, you should save your work on your computer in a location and with a name that you will remember. Compose your assignment in Microsoft Word and save it in the following format: Username-Assignment- Unit#.doc (Example: TAllen- Assignment-Unit 10.doc). Submit your assignment by selecting the Unit 10: Assignment Dropbox by the end of Unit 10.