***ETHICS***

Computer Technology

***Ethics Issues in Computing***

1. Ethics are the rules we use to determine the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_things to do in our lives.
2. The reason ethics are so important in computing isn’t because of the computer themselves but the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ stored in the computer.
   1. We work to generate information, we buy it and sell it, we represent it as text, graphics sound, color – and we often \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   2. Computers permit us to do things that were scarcely imaginable only a few years ago. As a result, computer technology poses numerous ethical dilemmas.
   3. The adapting of traditional ethical thought and behavior to these issues has resulted in new interpretations of the old rules, and these new interpretations have led to the formation of a new branch of applied ethics called\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   4. Now more than ever all people who use a computer need to know what’s \_\_\_\_\_\_\_\_\_\_ of them – what’s OK to do with a computer and what’s NOT OK.
3. Ethics are usually based on values and fall into three categories:
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - an employer or company usually defines professional ethics and employees are required to follow them.
      1. Professional codes of ethics may not provide detailed guidance in all possible situation.
      2. An inner sense of what is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is necessary to be able to apply ethics in specific situations.
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - usually defined by society and the primary values existing in that society.
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - usually defined by personal heritage and family values.

***The Law***

1. Ethics aren’t the same as laws. What is legal may not always be ethical. Being ethical means obeying the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ behind the law rather than just the particulars of the law.
2. Laws are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and usually stem from ethical beliefs. The violation of a law is punishable by society.
3. Ethics are based on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In reality, there is no “global punishment” for ethics violation (although individual companies, schools, etc. may have rules that if violated have punishments associated with them).
   1. Because people differ in what they consider to be ethical behavior, there will always be groups or individuals who find some laws unethical.
   2. For many people, violating their ethical principles is worse than violating the law. Such people believe their first duty is to follow their conscience if there is a conflict between the two.
   3. **Example:** *It is not illegal for a person to buy a dress or shirt, wear it for a special occasion with the tags tucked in, and then return it the next day. It is, however, unethical.*
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a written or pictorial statement which unjustly seeks to damage someone’s reputation.
5. Oral false statements that are damaging to a person’s reputation is known as \_\_\_\_\_\_\_\_\_\_\_\_.

***Copyright***

1. Copyright is a law based on ethical principles. It is defined as the rights possessed by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of a work. These rights include:
   1. Copying, reselling, leasing, lending, renting and/or distributing the material.
   2. Publicly displaying or performing the work.
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Having a copyright prohibits others from exercising these rights without permission.
3. The copyright law currently in effect is the federal Digital Millennium Copyright Act or DMCA.
4. Copyright Protection – any software or data created with a computer is owned by its creator and is copyrighted as soon as it’s in any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   1. *Tangible form* means it’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ somehow. When it is in writing it is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_copyrighted. Filing with the Copyright Office makes ownership easier to prove.
5. Unless there’s notice specifically granting permission to copy, software \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be legally copied.

***Software Licensing***

1. Software Licenses – when you buy software, you’re not buying the software itself. You’re buying the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the software. This permission is called a license and is defined by a license agreement that comes with the software.
2. As far as copyright goes, there are five general kinds of licenses.
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - software not protected by copyright law; it is software that was either created with public funds or specifically licensed to the public domain.
      1. Public domain software is rare and often unreliable.
      2. Usually it is poor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and virus-laden since nobody’s keeping track of it.
      3. The copyright on content can also expire and become public domain. No software is old enough to have this happen, but it is common in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
      4. *Disney successfully lobbied Congress to change the time a copyrighted work retains it copyright from 75 to 95 years. The copyright on Mickey Mouse would have become public domain.*
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - copyrighted software that is licensed to be copied and distributed without charge.
      1. Freeware is free because its license says it is and it is still under the owner’s control.
      2. Most freeware licenses prohibit the sale or modification of the software without the owner’s permission.
      3. List some examples:
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - similar to freeware except the owner stipulates a fee for permanent use. More and more shareware is programmed to turn itself off after a certain period of time (usually 30 days).
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or free software – this software refers to the availability of source code.
      1. By providing the source code and stipulating that it remain open, programmers can add functionality and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the software they purchase and even resell it.
      2. Programmers must provide the source code with their changes so that others may have the same access they did to change the source code.
      3. Examples:
   5. Software licenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - software licensed only for use by purchasers. The owners reserve all the rights given them under copyright law; you can’t legally use it or even possess it without the owner’s permission.
      1. Examples:
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the illegal copying of software. The estimated loss due to piracy is approximately $39 billion per year globally. Conviction on the first offense can result in a fine of up the $250,000 and a jail sentence of up to five years. (Bowyer, *Ethics & Computing,* 1996).
4. A **­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** is one of several public copyright licenses that enable the free distribution of an otherwise copyrighted work.
   1. A creative commons license is used when an author wants to give people the \_\_\_\_\_ to share, use and build upon a work that they have created.
   2. Creative commons provides an author flexibility (for example, they might choose to allow only non-commercial uses of their own work) and \_\_\_\_\_\_\_\_\_\_\_\_\_ the people who use or redistribute an author's work, so they don’t have to worry about copyright infringement, as long as they abide by the conditions that are specified in the license.
5. Intellectual property - is a legal concept which refers to creations of the mind for which \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are recognized.
   1. Under intellectual property law, owners are granted certain exclusive rights to a variety of items such as musical, literary, and artistic works; discoveries and inventions; and words, phrases, symbols, and designs.
   2. Common types of intellectual property rights include copyright, \_\_\_\_\_\_\_\_\_\_\_, patents, industrial design rights, trade dress, and in some jurisdictions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - a word or symbol such as ™ that indicates ownership of a product or service that is reserved for exclusive use by the owner.

***Plagiarism***

1. Plagiarism is the unlawful use of another ’s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The DMCA and other copyright laws all have “fair use” provisions that let you paraphrase or quote small portions of someone else’s work, provided that you give proper credit to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the material you use.
3. Give proper credit when quoting and citing information from computer sources. Even though computers and the Internet allow easy access for cutting and pasting items, it is considered plagiarism when the creator has not given permission and/or been given credit for his/her work.
4. To be legally and ethically correct, always cite where the information was found and give the creator credit even when no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is evident.
5. Plagiarizing is considered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Accidental plagiarizing is a form of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Both fraud and negligence are unethical and illegal.

***Privacy***

1. Information can be categorized as public or private.
   1. Public information - is assumed to be able to be used \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ permission.

***Examples:***

B. Private information – cannot be legally used without permission from its owner.

***Examples:***

***E-mail***

1. E-mail is a great communication tool but is often misused or abused.
2. Examples of inappropriate e-mail use:
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - unsolicited e-mail sent to computer users by a business or individual to promote products or services (often referred to as “*junk mail”).*
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - unkind e-mail messages sent to discourage further spam.
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - email-messages designed to provoke a flame war.
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- masquerading as a trustworthy person or business using email to acquire personal information such as passwords and credit card details. This is a criminal activity.
3. E-mail messages considered to be illegal:
   1. Messages that continue after the recipient asks that they stop. They are then considered a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   2. Nuisance messages that are threatening or intimidating. These messages are considered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. To avoid inappropriate or illegal use of e-mail, many companies develop e-mail policies for employees.

***Acceptable Use Policy***

1. An acceptable use policy outlines what types of uses are acceptable and which are prohibited by computer users. They are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that should be understood and followed.
2. Most acceptable use policies contain guidelines for these basic items:
   1. Personal computer files or documents
   2. Personal and private information
   3. Ethical conduct