

VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wananga o te Upoko o te Ika a Maui



Faculty of Commerce and Administration

School of Information Management

MMIM 571

LEGAL AND ETHICAL ISSUES IN INFORMATION MANAGEMENT

Contact Details

Paper Coordinator:

Tony Hooper

1. Room 1101, Rutherford House, Lambton Quay, Wellington

2. Room 118, Easterfield Building, Kelburn Parade, VUW, P O Box 600, Wellington.

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Email: tony.hooper@vuw.ac.nz

Note: In 2005 I shall be spending at least half my time on the Kelburn Campus. The most effective way to contact me is via e-mail. If you would like to meet with me, the simplest approach is first to arrange a time and place by phoning Mary Braun or myself or by email. Use can also be made of Blackboard for communication with both me as well as other members of the class.

Programme Administrator:

Mary Braun

Room 121, Easterfield Building, Kelburn Parade, Wellington

Ph:- 463 5457

e-mail :- mary.braun@vuw.ac.nz

Dates:

22nd February 2005 to 24th May 2005

Times:

7.40pm - 9.30pm

Venue:

RLWY 315

Course Objectives:

Laws and ethics relating to the management and use of information and information systems. Topics may include: contract management; privacy and confidential information; intellectual property; electronic business; systems integrity; the regulatory environment; services provider liability; and telecommunication and Internet issues.

More specifically stated the course objectives are:

1. To create an opportunity for students to explore the legal and ethical issues arising from the availability and use of a variety of information technologies.
2. To create awareness of the problems associated with procurement contracts, service level agreements and other legal documents integral to Information Systems management and electronic commerce.
3. To provide opportunities for students to explore issues relating to Intellectual property rights, Privacy laws, the Electronic Transactions Act, Legal Deposit and Archives Acts and similar legislation as it impacts on, or is affected by, Information Technology.
4. To view the implications of Legal and Ethical issues in the Information Age in the context of selected countries and business strategies.
5. To understand the role of national jurisdictions in these international concerns.

Note that this course is not a course in either ethical philosophy or in jurisprudence. It is intended to sensitize students to legal and ethical issues that impact on management considerations in an information age.

Learning Outcomes:

By the end of this course students should be able to:

- Undertake library and Internet research and record their findings according to standard academic requirements.
- Understand some of the important philosophical and technical principles upon which nations are building their electronic commerce legislation.
- Evaluate the business opportunities and limitations that this legislation places upon managers both within New Zealand and elsewhere..
- Discuss intelligently legal and ethical issues in Information Management, what they are, what makes them important, what Information Managers should be doing about them, and what the consequences are for managers in business and government.

Paper Content and schedule:

Modules will more or less equate to lectures, depending on progress made each week

1. Introduction to the course and preparing for undertaking and writing up academic research.
2. Electronic commerce and Information Management – some philosophical principles as a point of departure
3. Some ethical and philosophical issues in Information Systems management
4. Where ethical issues become legal issues
5. Case study
6. International jurisdictions and legislation
7. Intellectual property rights, Privacy, Electronic Transactions Acts and legislation affecting individuals and businesses.
8. Legal Deposit and Archives Acts, and laws affecting government, etc.

9. IT contracts, the tendering process, outsourcing and service level agreements
10. Legal and ethical conflicts – considerations for the future
11. Sum up and consequences for managers
12. Final case study

Paper Resource Materials:

The set work for this course will be:-

Rosenberg, R S (2004) *The social impact of computers*. 3rd ed. London; Elsevier Academic Press. (ISBN 0-12-597121-4)

Extensive use will also be made of the Internet to obtain current legal material. Student assignments will also be prepared from information available in the library and on the Internet, but care should be taken to ensure that only authoritative sources are used. Because the topics dealt with change so fast, where appropriate, readings will be handed out to students. Use will also be made of the teaching and communications potential available through Blackboard software on the VUW website.

It is expected that students will have ready access to a personal computer as well as Internet access. This will be necessary for receiving and sending course-related email, for accessing the course web site on Blackboard, and for other similar purposes.

Course website:

Full course details and course materials are, or will be, available on Blackboard at :

<http://blackboard.vuw.ac.nz>

Please check the web site regularly.

Course project:

Students will be divided into groups, depending on the number of students in the class. The written submission will contribute to the course mark of each student, both on a group basis and on an individual basis – according to the assessment ratio given below. Details will be made in class as soon as the demographic details of the class are known.

Assessment:

- | | |
|-----------------------|-----|
| • Class presentation | 10% |
| • Assignment one | 20% |
| • Assignment two | 30% |
| • Mid-term case study | 20% |
| • Final case study | 20% |

Terms:

- Completion of the class presentation as well as both written assignments
- A minimum of 45% for both the mid-term test and the final exams
- Submission of all projects on time and in format required
- A minimum attendance at 75% of classes.

Grading standards:

Letter Grade	Number grade	Approx Dist'n *	Simple Description	More Complete Description**
A+	Over 84	4%	Outstanding	Far exceeds requirements, flaw less, creative
A	80-84	10%	Excellent	Polished, original, demonstrating mastery
A-	75-79	14%	Very Good	Some originality, exceeds all requirements
B+	70-74	22%	Good	Exceeds requirements in some respects
B	65-69	26%	Satisfactory	Fulfills requirements in general
B-	60-64	18%	Acceptable	Only minor flaws. Unoriginal
C+	55-59	4%	Pass	Mistakes, recapitulation of course material
C	50-54	2%	Minimum pass	Serious mistakes or deficiencies
D	40-49	1%	Unacceptable	Little understanding, poor performance
E	00-39	1%	Fail	Below the minimum required

* This is the hypothetical percentage of students that would attain the various levels of performance, over several repetitions of the course, under similar conditions. It is recognised that the distribution in a particular course, particularly with small enrolment, may differ markedly from the long-term distribution.

** The lecturer will develop a more complete or specific description of the meaning of the various levels of performance based upon the specific nature of the assessment in a course. For example, performance may be determined by the qualities of a written report, a classroom presentation, or work in a group project. The words used to describe these kinds of assessments will obviously vary.

Format of Assignments:

Assignments must be submitted in hard copy to the paper Coordinator. They should be computer-formatted, 12pt font, 1.5 line spacing, single sided papers, to allow for written comments on the paper. Length of the document should be between 20 to 25 pages. Appendix material does not count toward the required assignment length.

Penalties for Lateness & Excessive length

In keeping with standards of professionalism appropriate to this programme, it is expected that deadlines will be honoured. In fairness to students who complete work on time, work submitted after the due date/time will incur penalties for lateness. The penalty is up to 5 % of the report's grade per day (or part thereof) late. Unusual or unforeseeable circumstances (eg serious illness, family bereavement) may lead to a waiver of this penalty but need to be discussed with the paper coordinator as soon as possible.

General University Requirements:

Students should familiarise themselves with the University's requirements, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures, contained in the Statutes of the Calendar and read the requirements of this paper outline in that context. The Statute on Conduct ensures that members of the University community are able to work, learn and study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute contains information on what conduct is prohibited and what steps can be taken if there is a complaint.

The Statute on Conduct is published on the University's website (<http://www.vuw.ac.nz/publications/calendar>) or may be viewed at the Reserve Book Room in the University Library.

Grievances:

If you have any academic problems with your paper, you should talk to the lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School, or the Associate Dean (Students) of your Faculty.

Academic Integrity and Plagiarism:

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at: www.vuw.ac.nz/home/studying/plagiarism.html.