

SCHOOL OF ACCOUNTING & COMMERCIAL LAW

BITT 302 Ethical and Legal Issues for Information Technology

Trimester One 2006

COURSE OUTLINE

Contact Details

Academic:

Mrs Susan Corbett RH 722 463 5480
susan.corbett@vuw.ac.nz

Mr Alan Cameron RH 604 463 5758
alan.cameron@vuw.ac.nz

Administrative:

Marina Dobrovolskaya RH 708 463 5775
marina.dobrovolskaya@vuw.ac.nz

Class Times and Room Numbers

Lecture Times:

Wednesday, Thursday 12.00 – 2.00 p.m. MY 632

Tutorials:

Tutorials/workshops will be built into scheduled lectures.

Course Presenters:

Mrs Susan Corbett (contact details as above)
Office hours: Tuesday 11 a.m. – 1.00 p.m.

Mr Alan Cameron (contact details as above)
Office hours: TBA

Guest Lecturers:

Mr Ian Welch, School of Mathematics, Statistics, and Computer
Science

Lectures

Lectures are held from Wednesday, 1st March – Thursday 1st June

Mid-Trimester break: Friday, 7th April – Friday, 21st April.

Lectures resume: Wednesday, 26th April.

University examination period: Tuesday, 6th June – Saturday 25th June 2006

Provisional Lecture Programme			
	<i>Date</i>	<i>Lecturer</i>	<i>Topic</i>
Week 1	1 March	Susan Corbett	Introduction to course.
	2 March		Why should information technology students study law and ethics? Introduction to law.
Week 2	8 March	Susan Corbett	Introduction to ethics and the law/ethics relationship.
	9 March		Freedom of Expression.
Week 3	15 March	Susan Corbett	Privacy law.
	16 March		Privacy issues for information technology - accessing information.
Week 4	22 March	Susan Corbett	Privacy issues for information technology- storing information.
	23 March		Intellectual property.
		ASSIGNMENT TOPIC TO BE SELECTED BY 23rd MARCH	
Week 5	29 March	Susan Corbett	Intellectual property issues for information technology.
	30 March		
Week 6	5 April	Ian Welch	Professional ethics and the development of safety critical software.
	6 April		
Weeks 7, 8	EASTER - Mid Trimester Break		
Week 9	26 April	Susan Corbett	TERMS TEST
	27 April		Open source Licensing.
Week 10	3 May	Alan Cameron	1.IT, Ethics & Contract Law:
	4 May	Alan Cameron	2. Contract Law.
Week 11	10 May	Alan Cameron	Electronic Transactions Act and contract law.
	11 May	Alan Cameron	Case Study: Contract Law.

ASSIGNMENT DUE 17 May 2005			
Week 12	17 May	Alan Cameron	Law: computer crime and computer security (or S Revill – IT Contracts).
	18 May	Alan Cameron	Case studies – computer crime/security, hacking, viruses (Or S Revill – Contracts).
Week 13	24 May	Alan Cameron	Artificial intelligence.
	25 May	Alan Cameron	Case Study: Artificial Intelligence.
Week 14	31 May	Alan Cameron	Institutions, Ethics & Law.
	1 June	Alan Cameron	One of the sessions this week will (at the lecturer’s discretion) include time for group discussion and preparation of the Group Assessment Reports.
Group Assessment Report DUE 2 June 2006			

Course Objectives

To enable students:

- To appreciate some of the ethical issues that may arise in information technology.
- To be aware of legal requirements relevant to information technology.
- To be able to critically analyse and apply appropriate ethical and legal principles to real-life scenarios involving aspects of information technology.

Course Content

See Provisional Lecture Programme on page 2 of this Course Outline.

Readings

Everyone is expected to prepare the assigned reading for each class.

1. BITT 302 Course Materials (2006) Vol I
2. BITT 302 Course Materials (2006) Vol II

There is no prescribed textbook, however other materials will be handed out in class. There is no charge for class handouts.

The following books have been placed on Reserve for BITT 302 at Central Reserves Desk, Main Library, Level 2, Rankin Brown Building, Kelburn:

1. *"Computer and Information Ethics"* by J Weckert & D Adeney
2. *"Ethics of Cyberspace"* by C J Hamelink
3. *"The Principles of Information Ethics"* by R W Severson
4. *"Information Technology and Society: A Reader"* by N Heap, R Thomas et al
5. *Computers, Ethics, and Society"* M David Ermann & Michele Sauf

6. "I, Cyborg" by Kevin Warwick
7. "Open Source Licensing" by Lawrence Rosen

Materials and Equipment

The Terms Test and Final Exam are both open book and you may bring whatever materials you like into the exam room.

Note: during the course additional handouts may be distributed.

Assessment Requirements

Term's Test (<i>open book</i>)	15%	Wed 26 April 12.10 -1. 30 p.m.
Assignment	25%	Due: Wed 17 May at 2 p.m.
Group assessment	10%	Due: 2 June at 5 p.m.
Final Exam (<i>open book</i>)	50%	June 2006

Term's Test

A terms test will be held on Wednesday 26 April 2006 from 12.10 – 1.30 p.m. in MY 632. The terms test will examine topics covered in lectures up until and including week 5 of the course. The test will consist of two compulsory questions having equal marks. **The terms test is open book.**

Assignment

The assignment is due by 2 pm Wednesday 17 May 2006.

Completed assignments should be handed to Mr Cameron during the lecture or placed in the BITT 302 Assignment Box (on the Mezzanine Floor, Rutherford House).

Assignments should **not** exceed 2000 words. This word limit will be strictly adhered to.

Details of the assignment:

1. Your allocated group should choose a topic **relevant to this course** that would be suitable as the basis for a case study. This topic must be approved by the lecturing team before you proceed further.

The topic must be selected and given to your lecturer for approval during the lecture scheduled for 23 March 2006.

2. As a group you should discuss and research your approved topic. A group email contact list will be set up on Blackboard for each group to assist you with your discussions.
3. Each student is then required to write an **individual assignment on the approved topic** in the following format:
 - a. Write a scenario for a case study from a New Zealand perspective. Students from other countries may, if they wish, set the chosen topic in their own home country and discuss the issues raised from that country's perspective.

(8 marks)

- b. Raise 3-4 issues for discussion at the end of your scenario.

(5 marks)

- c. Apply the ethical and legal principles you have learnt in this course to those issues in order to provide a structured analysis or commentary to each issue. This is likely to involve you making recommendations to one or more of the characters in your scenario.

(12 marks)

- d. Note: The above marks include marks for originality, structure, evidence of research and depth of analysis. Marks will be deducted for careless editing - including incorrect grammar and spelling and poorly structured writing.
4. **Do not** plagiarise. Use footnotes or endnotes to reference all ideas or quotations from another work.
5. Please include a bibliography of all research sources that you have used for writing your report.
6. **Do not** grossly exceed the word limit (10% tolerance is acceptable) – after this point the work will not be marked. Please state your word count on the front page of the assignment.
7. Note that spelling, punctuation and format also form a component of the mark, although marks are not awarded for a fancy folder or clip art!! A staple in the top left corner is sufficient.
8. Provide a separate cover sheet that shows:
 - The Title
 - Your Name
 - The Course Code
 - The word count
9. Leave a 2inch (5 cm) margin and adequate spacing, to enable room for comments.

Penalties

Extensions will not be granted after the due date (see previous page) unless in exceptional circumstances. Late assignments will have a flat 5% penalty deducted per day late. (For example, a mark of 67% would become 62% if a day later). Assignments can, of course, be handed in early.

Group assessment report

The group assessment report is due at the end of the last day of Trimester 1 (5 p.m. Friday 2 June 2006).

Details:

As a group, you are required to write a 500-word report in which you describe and critique the work carried out by the group during this course. You will be given some time in the last week of scheduled lecture time to discuss and prepare your report in draft.

Your report should mention specific areas related to the group activities. These areas might include an appraisal of the varied contributions made by individual members of the group (one member might have been better at researching, another at speaking etc), an analysis of how and why the group worked or did not work well as a team, how your group overcame any specific difficulties, key achievements by your group, etc.

All members of the group must sign the final copy of the group assessment report.

Reports should not exceed **500** words. This word limit will be strictly adhered to. The group assessment report will be awarded a mark out of 10 and all members of the group will be awarded this mark. However if any member of the group has failed to attend at least 18 lecture sessions (not including the Terms Test session) that student will have their individual mark for the Group Report reduced by 50%.

Note: In the event that any member of the group is dissatisfied with the contents of the group report, they may, by arrangement with the course coordinator (which must be applied for no later than 1 p.m. 6th June 2006), submit a 100 word 'minority report' setting out their own views of their group's achievements.

Mandatory Course Requirements

All items of assessment are compulsory and necessary for terms.

You must complete both the Terms Test and Assignment and obtain at least a 40% grade in each. Regular attendance at lectures (and preparation) is also required – see attendance requirements for the Group Assessment described above.

Communication of Additional Information

Once you have registered for this course you should be able to connect to Blackboard at <http://blackboard.scs.vuw.ac.nz>. If you are not registered, please contact the FCA office on the ground floor of the Railway West Wing opposite Rutherford House. If you cannot access Blackboard after 48 hours please come to our office at RH708 where we can enrol you on Blackboard.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student Administration Office

The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the office on (04) 463 5376.

Easterfield (EA) - FCA/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

Check with the Student Administration Office for opening times (04) 463 5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at: www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or 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. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website:

www.vuw.ac.nz/policy/AcademicGrievances.

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.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email education@vuwsa.org.nz.

Manaaki Pihipihinga Maori and Pacific Mentoring programme (Faculties of Humanities and Social sciences and Commerce and Administration).

- **What:** Academic Mentoring for Maori and Pacific students studying at all levels in the above faculties. Weekly sessions for an hour with a mentor to go over assignments and any questions from tutorials or lectures. Registered students can use the faculty's study rooms and computer suite at any time at Kelburn and Pipitea.
- Mature student and Post grad network

If you would like to register as a mentor or mentee please contact the coordinator.

Where:

Melissa Dunlop
Programme Coordinator
Room 109 D
14 Kelburn Parade: back courtyard
Ph: (04) 463 6015
Email: Maori-Pacific-Mentoring@vuw.ac.nz

Please Note: A mentoring room will also be running at Pipitea Campus starting January. Please contact the Programme Coordinator for details.