


**School of Information Management**
**MMIM 571 - Legal and ethical issues in Information Management**

Trimester 2, 2008

**COURSE OUTLINE**

<b>Contact Details</b>	
<b>Paper Coordinator:</b>	<b>Tony Hooper</b> Room 216, Easterfield Building, Kelburn Parade, Kelburn, Wellington Ph:- 463 5015 Email: tony.hooper@vuw.ac.nz <b>The most effective way to contact me is via e-mail at the above email address. If you would like to meet with me, the simplest approach is to arrange a time and place via email first. Use can also be made of Blackboard for communications with both me as well as other members of the class.</b>
<b>Programme Administrator:</b>	<b>Tiso Ross</b> Room 121, Easterfield Building, Kelburn Parade, Wellington Ph:- 463 5309 e-mail :- tiso.ross@vuw.ac.nz
<b>Dates:</b>	<b>7 July 2008 to 10 October 2008</b>
<b>Times:</b>	<b>Mondays - 7.40pm to 9.30pm</b>
<b>Venue:</b>	<b>RWW 315</b>

**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 understand how ethics and the law relate to one another, and therefore how IT is driving ethical considerations and legislation

3. 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.
4. 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.
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.

<b>Learning Outcomes:</b>
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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.
- 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.
- Understand some of the important ethical principles upon which nations are building their legislative response to information and communications technological developments.
- Evaluate the opportunities and limitations that this legislation places upon managers both within New Zealand and elsewhere.

<b>Paper Content and schedule:</b>
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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. Lessig's paradigm
3. Some ethical issues in Information Systems management. Ethics and legality.
4. Some ethical approaches to ethical issues.
5. Case study
6. Where is government in this? Some ethical nightmares. International jurisdictions and legislation
7. Ethics and the law. Contracts. Identifying the problem.
8. RfPs and invitation to tender. IT contracts, the tendering process, outsourcing and service level agreements. Evaluating responses.
9. Intellectual property rights, Privacy, Electronic Transactions Acts and legislation affecting individuals and businesses. Legal Deposit and Archives Acts, and laws affecting government, etc.
10. Legal and ethical conflicts – considerations for the future
11. Sum up and consequences for managers
12. Final case study

<b>Date</b>	<b>Time</b>	<b>Activities</b>
7 <sup>th</sup> July	2 hours	Ice-breaker -Introductory lecture 2008 - Discussion of the course layout and structure, learning outcomes, and assignments. Video and discussion
14 <sup>th</sup> July	2 hours	Electronic commerce and Information Management – some philosophical principles as a point of departure. Lessig’s paradigm
19 <sup>th</sup> July	9am to 12.30pm	The structure of New Zealand Law, how it is made and how it is interpreted. How to find legal literature.
21 <sup>st</sup> July	2 hours	Some ethical issues in Information Systems management. Ethics and legality.
28 <sup>th</sup> July	2 hours	Some ethical approaches to ethical issues.
4 <sup>th</sup> August	2 hours	Where is government in this? Some ethical nightmares. International jurisdictions and legislation
11 <sup>th</sup> August	2 hours	Case study
18 <sup>th</sup> August and 25 <sup>th</sup> August		No class – mid-term break
1 <sup>st</sup> September	2 hours	Ethics and the law. Contracts. Identifying the problem.
8 <sup>th</sup> September	2 hours	International discussion with Mike Bywell – issues in current IT jurisprudence in Europe
15 <sup>th</sup> September	2 hours	RfPs and invitations to tender. IT contracts, the tendering process, outsourcing and service level agreements. Evaluating responses.
22 <sup>nd</sup> September	2 hours	Intellectual property rights, Privacy, Electronic Transactions Acts and legislation affecting individuals and businesses. Legal Deposit and Archives Acts, and laws affecting government, etc.
28 <sup>th</sup> September	2 hours	Legal and ethical conflicts – considerations for the future
6 <sup>th</sup> October	2 hours	In class case study (90 mins) and class party

**Paper Resource Materials:**

Use will be made of a variety of sources to obtain current legal material. Student assignments will 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 assignment:**

The purpose of the assignments is to create an assessment mechanism so students can be provided with feedback on their progress during the course. It is also a way of ensuring student exposure to and reflection on the theoretical and conceptual content of the topic. Assignments must be submitted to the Course Convenor for marking on the dates specified. Details of what is required for each assignment are given in the course assignments documents that are available from the course Blackboard website. The format for written submissions is specified in the MIM Writing Guide. All assignments will contribute to the course mark of each student, according to the assessment ratio given below.

<b>Task</b>	<b>Description</b>	<b>Assessment criteria</b>	<b>Marks</b>	<b>Delivery date</b>
<b>Annotated bibliography</b> Locate and critique three articles based on one of the primer articles.	Find 3 articles or book chapters that encapsulate the material under discussion and provide a written critique, and make a presentation to the class. This is an annotated bibliography, so the correctness of the bibliographic reference according to APA style convention is important.	(a) appropriateness and credibility of selected material; (b) relationship to the impact of IT/IS on society and any ethical consequences.	15	Electronically by midnight on Monday 28 <sup>th</sup> July 2008.
<b>Written Assignment</b>	<u>Banks and Privacy – International Principles</u>	Approximately 5,000 words as prescribed in the academic writing guidelines for the MIM. Points will be awarded according to the MIM Assignment Evaluation Form. Use literature search principles acquired from workshop on 19 <sup>th</sup> July. Make it academic, peer-reviewed as far as possible.	30	Electronically by midnight on Monday 1 <sup>st</sup> September 2008

<b>Class presentation</b>	Based on the annotated bibliography, each student will lead a class discussion of someone else's annotated bibliography.	(a) Understanding of the topic as demonstrated in the class discussion of the material; (b) relationship to the impact of IT/IS on society and any ethical consequences.	15	In class according to schedule
<b>Mid-term case study</b>	To be handled during the class on 11 <sup>th</sup> August based on a document handed out previously.	Open book assessment relating to ethical issues	20	In class on 11 <sup>th</sup> August
<b>Final case study</b>	To be handled during the last class, based on a document handed out previously.	This is an open-book assessment done in the last class	20	During last class
<b>Total</b>			100	

Depending on numbers, students may be divided into groups. There will be two class assignments – a spoken class presentation and a discussion of another class presentation. The major written assignment will be an investigation into privacy statements of banks. The various submissions will contribute to the course mark of each student according to the assessment ratio given below. Details will be made in class as soon as the student numbers of the class are known.

**Assessment:**

- Class presentation 15%
- Discussion and bibliography 15%
- Individual written project 30%
- Mid-term case study 20%
- Final case study 20%

**Terms:**

- Attendance at 75% of lectures.
- Completion of all assignments on time and in format required
- A minimum of 45% for both the mid-term and the final case studies

**Grading standards:**

Letter Grade	Number grade	Approx Dist'n *	Simple Description	More Complete Description**
A+	Over 84	4%	Outstanding	Far exceeds requirements, flawless, 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.

## 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.

## Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<http://www.turnitin.com>>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin.* You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

## 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](http://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](http://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](http://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.***

Written assignments that appears to show evidence of plagiarism may be submitted to Turnitin for surveying. Based on a Turnitin report, work that shows evidence of plagiarism will be penalized in line with the seriousness of the case. 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](http://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](http://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](mailto: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/](http://www.vuw.ac.nz/st_services/) or email [student-services@vuw.ac.nz](mailto: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](mailto: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](mailto: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.