

# GIRLS' HIGH SCHOOL



## EDPM TERM TWO - 5<sup>TH</sup> FORM

### SECTION IX: ETHICS

#### GENERAL OBJECTIVES

On completion of this Section, students should:

- develop an awareness of *ICT and its* impact on the creation and management of electronic documents;
- develop the knowledge, skills and competencies to function *appropriately and* effectively in a technological environment;
- *develop the knowledge, skills and competencies to conduct credible research;*
- *demonstrate* an understanding of the knowledge and skills *needed to create and prepare* documents in accordance with *required* standards;
- *demonstrate the ability to* use acquired knowledge to enhance personal growth and skills for career development;
- *develop an appreciation of* the value of *desirable habits and work attitudes* in the preparation of documents; and,
- *demonstrate the ability to* adopt ethical and *safety* standards in preparing, storing and retrieving electronic documents *and in online interactions.*

#### **SPECIFIC OBJECTIVES**

#### **CONTENT**

Students should be able to:

1. explain the concept of intellectual property;

Intellectual property *is conceptualized as the creations of the mind, such as inventions, literary and artistic works, designs and symbols, names and images.*

It entails the protection of the rights of persons who produce, gather or disseminate *these* ideas and information, including authors, singers and journalists.

#### **Rights that are protected**

Economic rights: the level of payment for use of the product by third parties.

2. describe the rights that are protected by intellectual property laws;

## SECTION IX: ETHICS (cont'd)

### SPECIFIC OBJECTIVES

Students should be able to:

3. discuss ethical standards with respect to intellectual property;

4. explain the concept of plagiarism;

5. list guidelines to avoid plagiarism;

### CONTENT

Moral rights: violating the integrity and reputation of the author through misrepresentation or misquoting of the work.

#### **The copyright concept**

Publishers or distributors as those who enter into agreements with producers to record, film or print the material and distribute it in ways that would secure the financial interests of producers and prevent the unethical use of the material.

Consumers or users as those who have access to all types of information but must acknowledge the source or seek permission of the producer through the publisher, who may charge a fee under certain circumstances.

Producers or owners as those who maintain ownership and control over their material and receive financial reward from the user, through the publisher.

*Producers or owners as those who create Open Educational Resources (OERs) for universal consumption.*

*Creative Common License for OERs.*

*Protecting the intellectual property of self and others - advantages.*

Plagiarism conceptualized as the use of intellectual property without giving appropriate credit *including self-plagiarism.*

#### **Guidelines to avoid plagiarism**

Acknowledgement of references in text and bibliography, or reference list, for example, use of referencing formats.

Obtaining approval for other persons' work.

*Acknowledgement of one's previous work.*

## SECTION IX: ETHICS (cont'd)

### SPECIFIC OBJECTIVES

Students should be able to:

6. *order priorities to ensure acceptable standards of work;*
7. *discuss guidelines for appropriate online interactions; and,*
8. *discuss desirable habits and work attitudes.*

### CONTENT

Organization of work and workstation; submission of assignments; execution of effective time management; follow-up procedures.

*Definition of Netiquette - a set of rules for good behaviour when communicating online via email, web forums, blogs multiplayer gaming and social networking.*

*Rules of conduct: think and check before sending messages, be respectful, cite sources, avoid inappropriate behaviours such as posting inflammatory or offensive comments online, cyberbullying, unauthorized sharing of content.*

#### **Elements of desirable habits and work attitudes**

Individual responsibility or working without supervision.

Willingness.

Meeting deadlines.

Team spirit.

Co-operation.

Recognition of *and respect for* diversity.

Courtesy.

Punctuality and regularity.

Good grooming.

Personal integrity.

*Remote working etiquette.*