**Ethical and Legal Issues Worksheet Solution**

1. What information should you never make available on a social network about yourself? Your real name, address, phone number, age
2. Using the Copyright Act, Privacy Act and Code of Ethics answer the following questions.
	1. Where is ‘no man’s land’ in relation to personal privacy? the Internet

* 1. Who can you collect information about a person from? That person
	2. What must you tell that person when you are collecting personal information about them? What you are collecting that information for.
	3. Can that person change the information they have given later on – how/why? The person has the right to access and correct the information.
	4. How long can you keep that information? No longer than is required for the purpose s for which the information may be lawfully used...
	5. Can you pass this information on to someone else – state why? Either No because information obtained for one purpose cannot be used for any other purpose or disclosed to another business. Or If information has been collected for one purpose and the information is to be passed on to a third party and the individual provides his or her consent to this, the principles will not apply.
	6. What does the Copyright Act cover? Literary work, artistic work, musical, sound recordings, films, videos, broadcasts, cable programmes, typographical arrangements.
	7. What is special about the following in relation to the Copyright Act:
		1. Software It is not usually sold, it is licensed. Each computer should have a license for the software it uses.
		2. Grahpics To use Clipart in a commercial publication make sure there are no restrictions on it. Or Clipart comes with some software packages and can be free on the internet.
		3. The internet If the copyright owner has put it there it could arguably imply that there is a licence to copy it. Difficult to establish who is in breach of the Act. Schools may copy 3%.
1. The Copyright Act 1994 replaced outdated legislation which was more than 30 years old and had not kept up with technological developments.
2. The New Zealand Privacy Act 191993 protects the privacy of both the individual and business interests.
3. Using **www.netsafe.org.nz, click on ‘Young People”** to find the following information.
	1. What are the two things you should do when post information on line that is not your own work? Always ask the owner of a work before you copy, display or change it in anyway. Never claim to be the owner of a work you didn’t create.
	2. What is a digital footprint? A trail you leave about yourself on the internet.
	3. What may be considered an inappropriate digital footprint? if you’ve talked online about engaging in illegal activities

if you’ve harassed someone online,

if there are pictures posted online of you drunk, without clothes etc.

if you have hate blogs about a teacher, friends parents or people at school

or if you’ve visited ‘questionable’ websites (like, for example, illegal pornography or hate sites).