



# Privacy, Security & Ethics

Written by :

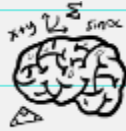
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CHAP  
01

Introduction



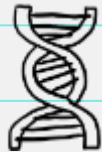
CHAP  
02

Privacy



CHAP  
03

Security



Ethics



CHAP  
04

Netiquette



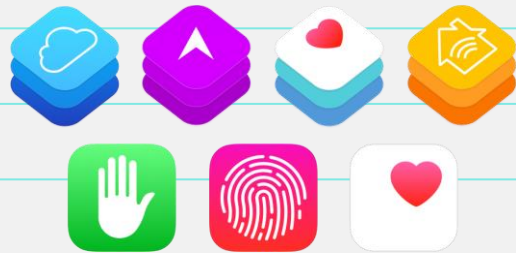
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Careers in IT



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# Chapter 1 : Introduction



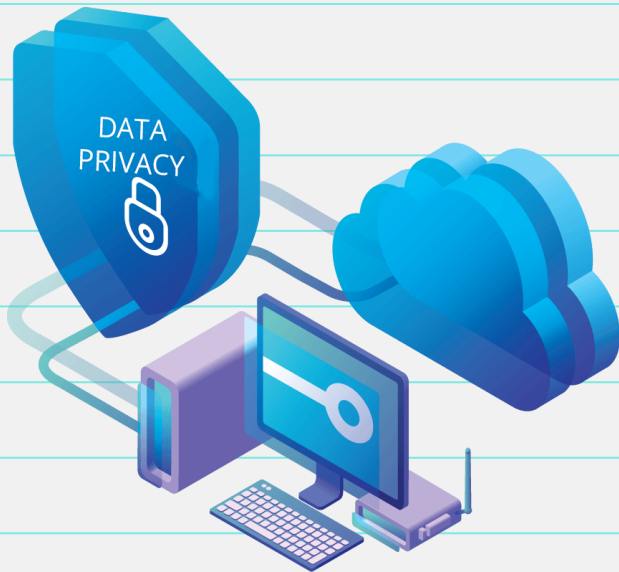
The ubiquitous use of computers and technology prompts some very important questions about the use of personal data and our right to privacy.

This topic covers issues related to the impact of technology and people and how to protect ourselves on the web



## Chapter 2 : Privacy

### STEP 02



Privacy concerns the collection and use of data about individuals. There are three primary privacy issues



Property relates to who owns data and rights to software



Accuracy relates to the responsibility of those who collect data to ensure that the data is correct



Access relates to the responsibility of those who have data to control and who is able to use that data.

## Chapter 2 : Privacy

What can you do to protect your privacy while on the Web?

Encrypt  
sensitive  
web

Shield your  
identity

Block  
cookies

Clear history files and  
temporary files

On privacy  
mode

Check for Web bugs and  
computer monitoring software

How to block cookies

OPEN

STEP  
02

## Chapter 2 : Privacy

What can you do to protect your privacy while online?

Encrypt sensitive web data

Shield sensitive information

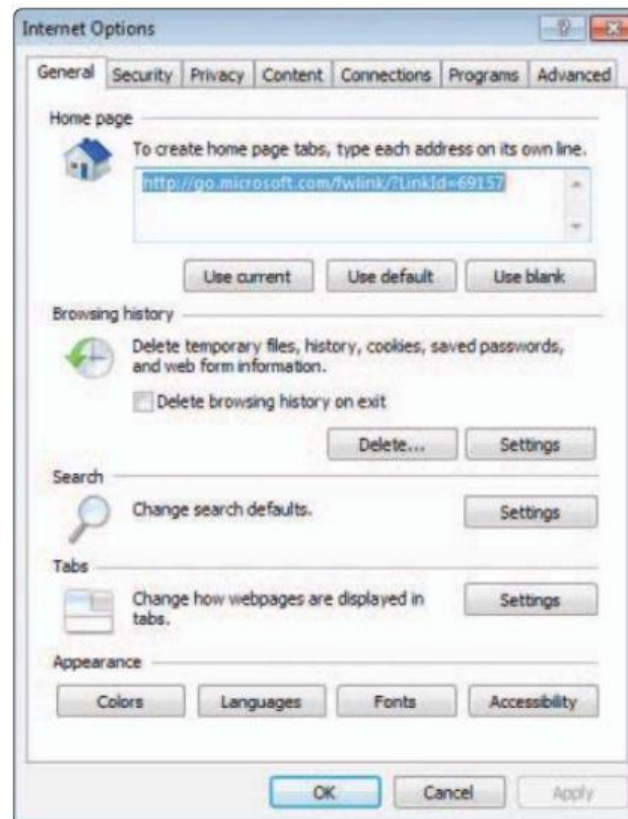
Clear history files and temporary files

Check for computer malware

STEP  
02

### How to block cookies

- 1 Select **Tools** from the menu bar.
  - Choose **Internet Options**.
- 2 Select the **Privacy** tab.
  - Move the slide to desired level of protection.
  - Click **Apply**; click **OK**.



## Chapter 3 : Security

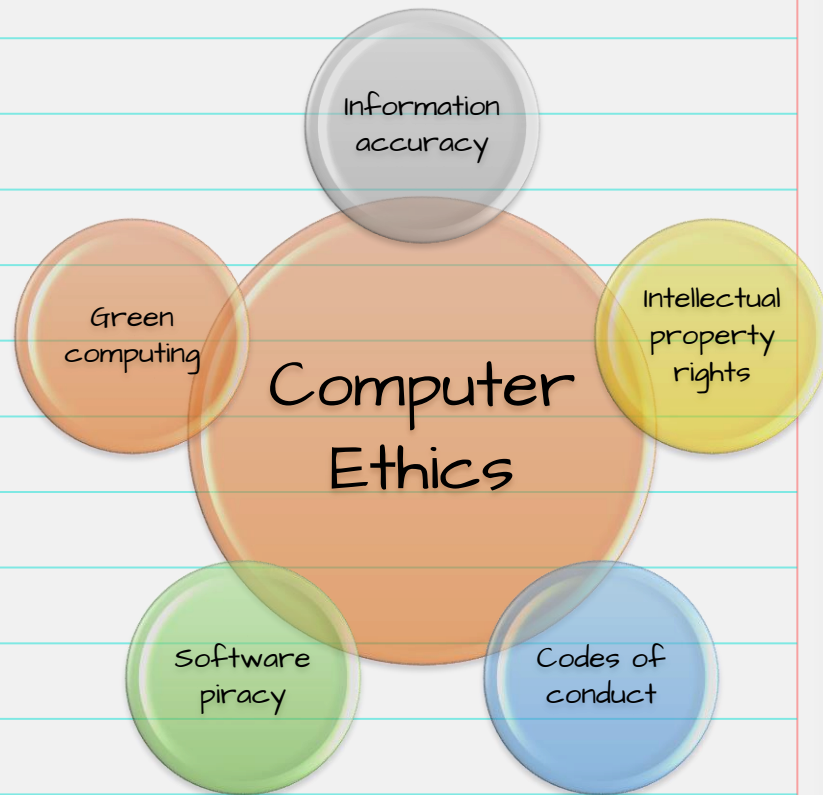
Network security is a broad term that covers a multitude of technologies, devices and processes. In its simplest term, it is a set of rules and configurations designed to protect the integrity, confidentiality and accessibility of computer networks and data using both software and hardware technologies.

STEP  
03

Computer Crime	Description
Malicious programs	Include viruses, worms, and Trojan horses
DoS	Causes computer systems to slow down or stop
Internet scams	Are scams over the Internet usually initiated by e-mail and involving phishing
Social networking risks	Includes posting work-related criticisms and disclosure of personal information
Rogue Wi-Fi hotspots	Imitate legitimate Wi-Fi hotspot in order to capture personal information
Theft	Includes hardware, software, and computer time
Data manipulation	Involves changing data or leaving prank messages



## Chapter 4 : Ethics



### Information accuracy

Do not assume all the information on the web is correct. User should evaluate value of web page before relying on the content.

### Green computing

Green computing involves reducing the electricity and environmental waste while using computers, mobile devices and related technologies.



## Software piracy

Unauthorized and illegal duplication of copyright software. For example, sharing a program with someone who is not authorized by the license agreement to use it.

## Codes of conduct

Written guideline that helps determine whether a specification ethical / unethical or allowed / unallowed.

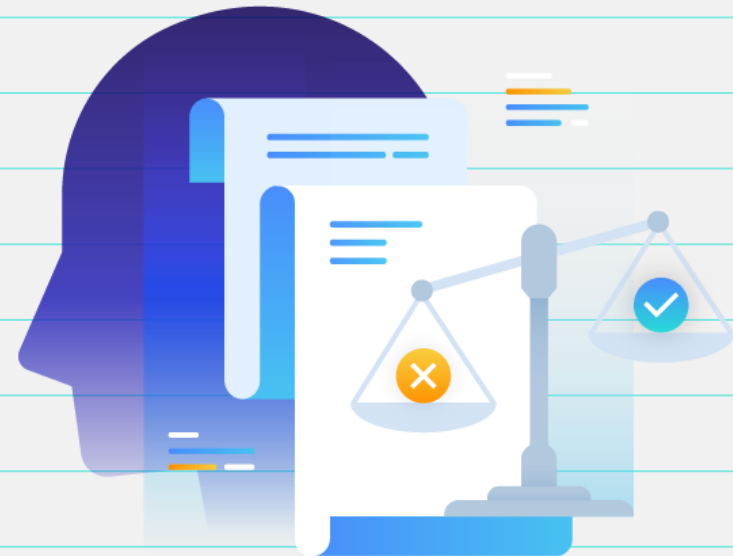
### Code of conduct:

1. Technology may not be used to harm other people.
2. Employees may not meddle in others' computer files.
3. Employees may use technology only for purposes in which they have been authorized.
4. Technology may not be used to steal.
5. Technology may not to bear false witness.
6. Employees may not copy or use software illegally.
7. Employees may not use others' computer resources without authorization.
8. Employees may not use others' intellectual property as their own.
9. Employees shall consider that social impact of programs and system they design.
10. Employees always should be use computers in way that demonstrates consideration and respect for fellow humans.

## CHAP 04

### Intellectual property rights

The rights to which creators are entitled for their work. Copyright gives authors, artists and other creators of the original work exclusive right to duplicate, publish and sell their materials.



# Chapter 5 : Netiquette

## CHAP 05



### Definition

- the code of acceptable behaviors users should follow while on the internet

### Netiquette areas of the internet

- World Wide Web
- social media
- Internet messaging
- Chat rooms
- Online discussions
- FTP (File Transfer Protocol)

### Importance

- As the guidance that constitute good behaviors on network
- To ensure benefit of the internet can be gain by everyone
- To avoid negative actions
- To respect others' privacy

## CHAP 05

Rules while using e-mail, chat room  
and newsgroup 


Be polite, avoid offensive language

Avoid sending or posting flames  
(abusive or insulting messages)

Be careful when using sarcasm  
and humor (it might be  
misinterpreted)

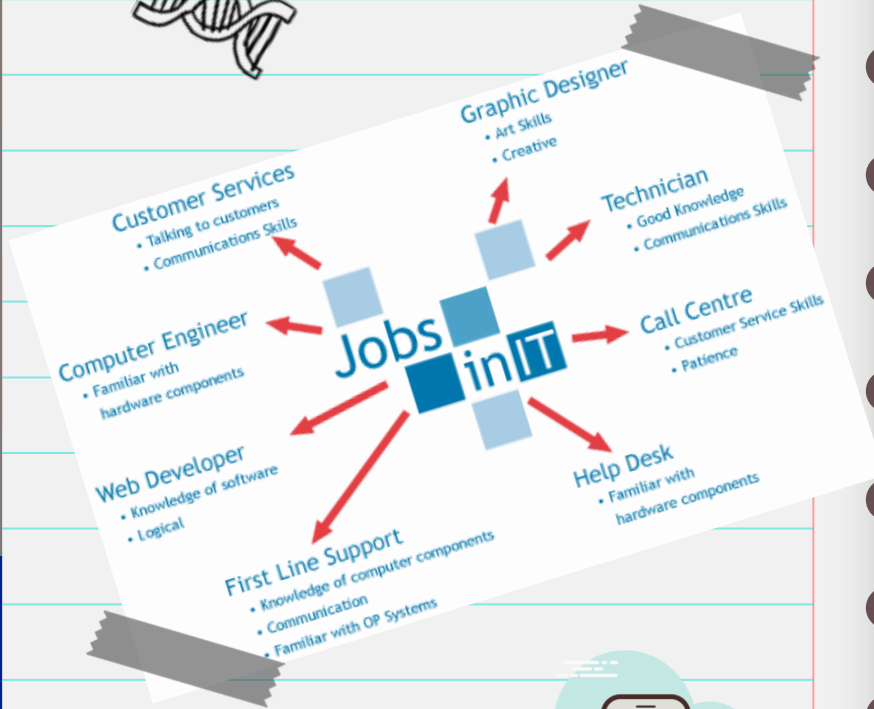
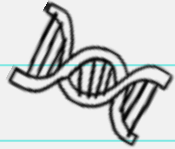
Do not use all capital letters,  
which is equivalent to  
SHOUTING!



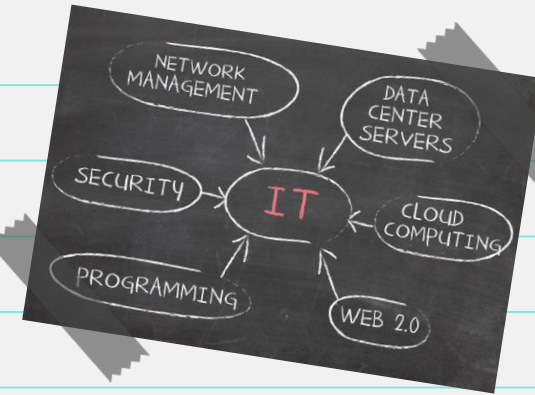
What are good practices to  
follow when using email? 

- Keep message brief
- Respond to message in a  
timely manner
- use meaningful subject  
lines
- Use proper grammar,  
spelling and punctuation

## Chapter 6 : Careers in IT



CHAP  
06





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