Name: Class:

Task 1

a) Write the correct technical term to match each of the descriptions given in the table. The technical terms you need to use are written below the table.

|  |  |
| --- | --- |
| **Technical term** | **Meaning** |
|  | The person receiving an email |
|  | The opening line, e.g. ‘Dear Bob’ |
|  | How to end an email, e.g. ‘Best wishes’ |
|  | What the email is about |
|  | Not allowing certain things to be published or shown |
|  | Using electronic media to harass someone |

 **Technical terms: censorship, close, subject line, greeting, cyberbullying, recipient**

b) **Option 1:** List things that you should or should not do when writing a business email – for example, do not write everything in uppercase.

 **Option 2:** Write the text for an email that ignores some of the rules of netiquette, to be sent to an imaginary business colleague. (Do not be abusive or send information that could shock or embarrass the recipient.)

 Swap with a partner and list all the things in their email that they should not have done.

Task 2

a) Discuss the benefits to individuals of being able to view millions of free videos online.

b) Discuss the harm that lack of regulation and moderation regarding video content can cause to individuals and the wider society.

c) Describe methods being used by YouTube and others to monitor and remove much harmful content.

Task 3

“The price that we pay for convenience in our interaction with the internet is a loss of privacy.”

a) Visit and read the following webpage:

 <https://www.techrepublic.com/article/is-less-privacy-worth-the-price-of-convenience/>

b) Discuss the pros and cons of opting out of convenient features such as voice recognition
on Google.

Task 4

Freedom of speech is recognised in Europe as a fundamental human right. However, this right should be used responsibly.

Former Court of Appeal judge Sir Stephen Sedley said: *“Free speech includes not only the inoffensive, but the irritating, the contentious, the eccentric, the heretical, the unwelcome and the provocative, provided it does not tend to provoke violence.”*

There are some legal restrictions on freedom of speech. For example, if the material is specifically designed to incite racial hatred, that is a hate crime and therefore illegal.

a) In 2018, Facebook removed 800 politically related pages and accounts from their system. They claimed it was for breaking its rules against “spam and coordinated inauthentic behaviour”. However, many people who lost their accounts feel their pages were showing legitimate political views.

 In your opinion, was it unethical of Facebook to delete the accounts? Give reasons for your answer.

 There are different possible views, which may include some of the following points

b) Internet Service Providers (ISPs) such as BT (Plusnet), Sky Broadband, Virgin Media, TalkTalk and others sometimes block access to certain websites when using their filtering system. Schools may also filter content.

 What type of content is blocked?

Give a justification for this type of censorship.

Task 5

Look up your school’s or college’s Acceptable Use Policy covering the use and security of an IT system.

Note down some of the points it covers, what is expected of users and what is considered unacceptable.

Task 6

A typical Acceptable Use Policy in an organisation will have rules about:

* Use, security and confidentiality of passwords
* Use of the internet, for example, stating that it may not be used for harassment, abuse, chain letters, downloading copyrighted material etc.
* Disposing of business-related print matter (e.g. by shredding)
* Use and protection of laptops taken off-site, not left in plain view in a car, use of PINs
* Using only authorised, licenced software and not downloading music or games, for example, on to company computers
* Not removing anti-virus software
* Intellectual property rights of material developed during the period of employment
* Reporting suspected breaches of security policy without delay

Search the Internet for a typical Acceptable Use Policy.

a) What are the major topics covered in the policy?

b) Give more detail on **three** of the rules.