Title	**Apply ethical behaviour when using digital tools**		
Level	3	**Credits**	5

Purpose	People credited with this unit standard are able to: demonstrate knowledge of ethical responsibility to guide practice when using digital tools; discuss the factors that may influence the handling of an ethical dilemma in a digital tools user setting; and demonstrate an awareness of regulatory and organisational requirements, and behave accordingly, in a digital user context. This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592].

Classification	Computing > Generic Computing

Available grade	Achieved

Guidance Information

1   Assessment, where applicable, will be conducted in and for the context of a real or realistic situation and/or setting, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills.

2   The tasks must be of sufficient complexity to provide scope to meet the assessment performance criteria. The assessment context for this unit standard must be suitable to meet the criteria for level 3 in the NZQF Level Descriptors, which are available by searching for "level descriptors" at www.nzqa.govt.nz.

3   Ethical and professional practice is expected to be demonstrated on an ongoing basis – not a one-off situation. Evidence may also come from other standards or from naturally occurring evidence, and learners may justify the considerations they made.

4   Definitions
Digital devices refer to electronic computing devices that can receive, store, process or send digital information, such as computers (desktop or laptop), tablets, smartphones or other emerging digital technologies.
Digital tools refer to both hardware (storage and display devices) and software (applications and programs).
Ethics refers to moral principles that guide user behaviour in the use of computers or digital devices.

An *ethical dilemma* refers to a personal conflict between two or more core values such as – personal and cultural values, beliefs, attitudes, professional standards and values, legal obligations.
Organisation refers to the context the digital tools are being operated in (e.g. businesses, clubs, not-for-profit organisations). It does not define or limit the situations in which assessment evidence may be gathered.
Organisational requirements refer to the documented policies and procedures or commonly accepted practices of a workplace, school or training provider. The learner must be given access to the policies and procedures prior to being assessed against this unit standard.

5   Legislation relevant to this unit standard may include but is not limited to the:
Consumer Guarantees Act 1993
Copyright Act 1994
Copyright (New Technologies) Amendment Act 2008
Electronic Transactions Act 2002
Films, Videos, and Publications Classification Act 1993
Harmful Digital Communications Act 2015
Health and Safety at Work Act 2015
Protected Disclosures Act 2000
Official Information Act 1982
Privacy Act 2020
Unsolicited Electronic Messages Act 2007
and any subsequent amendments.
Current legislation and regulations can be accessed at http://legislation.govt.nz.

6   Reference
ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury. Accident Compensation Corporation - Department of Labour, 2010; available from WorkSafe New Zealand, at https://www.worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of ethical responsibility to guide practice when using digital tools.

Performance criteria

1.1   The ethics of individuals are described in relation to their values and how these may impact on ethical responsibility in their practice when using digital tools.

Range   may include but is not limited to – personal code of ethics, informal code of ethical conduct in a workplace or organisation, formal codes of conduct;
evidence of four values.

1.2   Examples of ethical and unethical behaviour in a digital tools user setting are described.

          Range   evidence of four examples for each of – ethical, unethical behaviour.

Outcome 2

Discuss the factors that may influence the handling of an ethical dilemma in a digital tools user setting.

Performance criteria

2.1   The perspectives of all of the parties involved in the ethical dilemma in a digital tools user setting are described.

2.2   Responsibilities of a user of digital tools in relation to the ethical dilemma are described in terms of a code of ethics or organisational policies and procedures.

2.3   Own values are discussed and related to the ethical dilemma.

Outcome 3

Demonstrate an awareness of regulatory and organisational requirements, and behave accordingly, in a digital user context.

Performance criteria

3.1   Regulatory and organisational requirements are identified and explained in terms of implications for using digital devices and digitally stored and transmitted information in an organisational context.

          Range   regulatory and organisational requirements include but are not limited to consideration of – confidentiality, privacy, standard professional conventions, copyright, referencing, appropriateness of material in its context;
explanation includes – key features of, and rationale for, the organisation's usage policy and procedures for digital tool use.

3.2   Ethics and professional behaviour are consistently applied to comply with regulatory and organisational requirements when using digital devices and digitally stored and transmitted information in an organisational context.

          Range   includes but is not limited to – organisational and client intellectual property confidentiality (non-disclosure); personal behaviour and appropriate language in communication; copyright and referencing observance.

Planned review date	31 December 2026

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	28 April 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.