Title	Use digital technologies and systems securely, legally and ethically to gather, store, access and share information
Level	4	Credits	5

Purpose	People credited with this unit standard are able to use digital technologies and systems securely, legally and ethically to gather, store, access and share information. This unit standard has been developed primarily for assessment as an option within programmes leading to the New Zealand Certificate in Computing (Advanced User) (Level 4) [Ref: 2593].

Classification	Computing > Generic Computing

Available grade	Achieved

Guidance Information

1   Recommended skills and knowledge:
Unit 29794, *Describe risks and implement security solutions when using digital tools* or Unit 29795, *Apply ethical behaviour when using digital tools*, or demonstrate equivalent knowledge, skills and experience.

2   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. Naturally occurring evidence or a simulated approach is also appropriate for this standard. 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.

3   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 4 in the NZQF Level Descriptors, which are available by searching for "level descriptors" at www.nzqa.govt.nz.

4   Definitions
Anti-malware is the generic term used to describe the prevention, detection, and removal of malicious software such as virus, Trojans, spyware and other harmful programs.
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 technologies refer to the use of digital tools to effectively find, analyse, create, communicate and use information in a digital context.

Digital tools refer to both hardware (digital devices) and software (applications and programs).
Emerging digital technologies refer to digital devices and technological concepts that are new to the market.
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.
Good practice refers to practices to protect and secure digital tools and information by users, including selecting and using the appropriate feature or function to enable the safe and correct use of the chosen digital devices and operating systems on which software applications can be run, applying standard professional conventions.
Legal and ethical use refers to creative commons, copyright, attribution, digital ownership, confidentiality, privacy, access to information, cultural appropriateness, method of publication, and implication of the longevity of digital content on the internet.
Shared information refers to data on network shares, social networking sites, email, list-servers, and collaborative documents.
Standard professional conventions mean the documented policies and procedures or commonly accepted professional practices of a sector, workplace, school or training provider.

5   Legislation relevant to this unit standard may include but is not limited to the:
Copyright Act 1994
Copyright (New Technologies) Amendment Act 2008
Harmful Digital Communications Act 2015
Health and Safety at Work Act 2015
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/musculoskeletal-disorders/ergonomics/safely-using-computers-at-work/.

Outcomes and performance criteria

Outcome 1

Use digital technologies and systems securely, legally and ethically to gather, store, access and share information.

Performance criteria

1.1   Procedures and techniques are used which support secure gathering, storing, accessing and sharing information and meet good practice requirements.

           Range   procedures and techniques may include but are not limited to – organisational policy adherence, use of anti-malware software, confidential transactions limited to secure web connections, awareness/avoidance of social engineering scams (phishing), awareness of permanence and transparency of all activities.

1.2   Privacy, copyright, and harmful digital communication legislation is applied and adhered to when using digital technologies to gather, store, access and share information, as appropriate to the context.

1.3   Regulatory and ethical considerations are applied to the use of digital technologies as appropriate to the context.

           Range   may include but is not limited to – acceptable use policy, industry good practice, ethical dilemma.

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.