



Oklahoma State University
Spears School of Business
Department of Management Science and Information systems

Legal and Ethical Issues in Information Systems

MSIS 4273/TCOM 5273

Spring 2015

Thursday from 4:30pm to 7:10pm (Central Time)

Location:

Tulsa: North Hall 222 – OSU Tulsa
Stillwater Campus – Math Sciences (MSCS) 310

Faculty:

Instructor: Fred Menge

Contact Information:

Telephone: (918) 605-0789 (anytime between 8am and 10pm)
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Course Description:

This is a course is designed to create an awareness of the ethical issues, legal resources and recourses, and policy implications inherent in our Internet driven society. The course provides an overview of the ethical challenges faced by individuals and organizations in the information age and introduces the complex and dynamic state of the law as it applies to behavior in cyberspace. It is intended to sensitize managers and professionals to the pitfalls and dangers of doing business in an interconnected world, and to familiarize the student with various organizations and materials that can be turned to for assistance in understanding how to ethically and legally operate and use modern computer systems and networks.

The course reviews the current status of information systems law in regard to rights of privacy, freedom of information, confidentiality, work product protection, copyright, security, legal liability, ethical issues, and a range of additional legal and information policy topics. We will investigate the legal difficulties that technological innovations are causing in all of these areas. This is a course in which you are to research the law and ethics as it applies to technology, analyze what you find and share the results with the class.

Course Objectives:

Upon completion of this course, the student should be able to:

Course Objectives	MSIS Learning Goals	TCOM Learning Goals
1. Use basic ethical theories to evaluate the fairness of a proposed or existing collection of policies, laws, regulations, guidelines and practices designed to mitigate the risk and punish the misuse of computer systems.	<ul style="list-style-type: none"> • Ethical decision making • Business Knowledge and Competency • Critical Thinking 	<ul style="list-style-type: none"> • Information Assurance Competence • Business knowledge and competency • Critical and creative thinking
2. Analyze and evaluate proposed and existing information security policies, practices and procedures in order to assess, in concert with their organization's legal representatives and advisors, potential legal liabilities that might flow from implementing them.	<ul style="list-style-type: none"> • Ethical decision making • Business Knowledge and Competency • Critical Thinking 	<ul style="list-style-type: none"> • Information Assurance Competence • Business knowledge and competency • Critical and creative thinking
3. Create policies and standard operating procedures for an organization that are ethically, morally and legally sound.	<ul style="list-style-type: none"> • Ethical decision making • Business Knowledge and Competency • Critical Thinking • Written communication 	<ul style="list-style-type: none"> • Information Assurance Competence • Business knowledge and competency • Critical and creative thinking • Communication Skills

Teaching Mode

Presentations will be accompanied by MS PowerPoint slides or Adobe document files. The material is posted on the class D2L (Desire2Learn) Content section prior to the class meeting. Guest speakers may be included in the program, and all of the material they present is subject to being on an examination or quiz. The News section of D2L is used extensively for communications on matters pertaining to the class such as upcoming quiz dates and video links.

Exams

The course consists of several quizzes, a mid-term exam and a final exam:

- Quizzes. There are five quizzes that are given throughout the course.
- Mid-Term. The mid-term exam covers material presented in class through session seven.
- Final Exam. The final exam covers materials from session eight through session sixteen.

The quizzes and exams will consist of True/False, multiple choice, multi-select and other types of questions. You will take the quizzes and exams (un-proctored) on-line via Desire2Learn (D2L).

To achieve maximum points on the quizzes and exams, it is expected that you attend all classes, read the textbook chapters, and watch the videos and presentations that are presented in class.

Current Events

A “Current Events” assignment is optional for all students and a bonus of up to three points will be added to your final grade if you chose to participate.

To receive credit for the assignment, you must prepare a short (2-4 minute) “talking paper” in word processing format explaining your “current event” item relevant to the course material, along with a link or reference to the primary source. Students are expected to present their findings during the class session.

See the example current event article in the D2L Content section. Submit your current event article in the “Current Event Article” dropbox folder any time on or before April 16th.

Special Requests & Excuses

I often receive requests from students asking if they can take missed quizzes, mid-term, final exam, and extra credit assignments after their due date. Unless you have a valid excuse, please do not ask for an extension to these important assignments. If by chance I accept your excuse, I may reduce the assignment grade by 50% or more.

For Students Enrolled in TCOM 5273 Only

A term paper is due in this course for TCOM 5273 students only. Term paper requirements include:

- Minimum of 12 pages (excluding title page and TOC)
- Title page
- Table of Contents
- 1.5 line spacing
- 12-point font
- Minimum of five applicable references and citations.

I do not consider “*Wikipedia*” as a reliable source for academic research. The paper can be on any topic related to ethics and legal issues in information systems, however, the instructor must approve the subject in advance. A one-page abstract or “executive summary” outlining the topic is due by January 29th. Submit your abstract in the dropbox “Term Paper Abstract” folder. Failure to timely submit the abstract will result in a ten-point reduction in the final paper grade. The final term paper is due to me on or before April 9th. Submit your final term paper in the dropbox “Final Term Paper: folder. I do not expect to allow any extensions on the due date/time so plan ahead.

Assignment Details

Assignments will require you to have a computer with Internet access. The instructor is not liable for any loss of material submitted. If your assignment is not submitted in the appropriate dropbox folder, then consider it NOT submitted.

Do not submit electronic media that may contain confidential information (e.g., from your employer), since its safety, security against loss, destruction or tampering cannot be

guaranteed by the instructor. The student is responsible to take all steps to protect information that you consider to be “mission critical” for yourself.

Attendance

Regular class attendance is expected, and will be vital to learning the material. A roll call will be taken at the beginning of each class period. If you are not present, my records will indicate that you are absent. Since each part of this course builds on previous material, it is essential that you attend every class period. Class discussions and contributions from class members add depth and interest to class sessions, and you are needed to contribute your share. Material supplemental to the text will be presented in class, and you will be held responsible for it. If you should miss a class, determine what you have missed and take appropriate measures. In the event that your final score is close to a “grade break” I will use your attendance record to possibly (no guarantees) upgrade your final grade.

For classroom students, arrive on time, be awake, interact, ask questions, and be engaged in the class. Turn off your cell phone and other mobile devices as it detracts from the learning experience and may interfere with the classroom audio/visual equipment for our distant learning students.

Grading Procedures

Grading are as follows:	Percentage of Semester Grade	
	MSIS 4273	TCOM 5273
Quizzes	30%	25%
Mid-term examination	35%	25%
Final examination	35%	25%
Term paper (TCOM 5273 only)		25%

Late papers will be accepted at a cost of one letter grade per school day past due. Students missing an exam or quiz without notifying the instructor in advance can expect to receive a zero. Employed students missing an exam or quiz due to business requirements will be evaluated on a case-by-case basis, but typically will take the original exam upon returning.

Points will be subtracted for format errors, spelling errors, and errors in grammar. Use of Standard English will ensure that your points will be both understood and correctly interpreted by all readers – a skill that will be vital to your success after graduation.

Any questions about grades must be brought to the attention of the instructor within three calendar days of receiving the grade. **No grade changes will be considered after three days.**

Semester grades will be based on:

A	90-100%	Exceptional grasp and insight
B	80-89%	Substantial grasp, significant insight
C	70-79%	Essential grasp, partial insight
D	60-70%	Minimal grasp, weak insight
F	59% or below	Inadequate grasp or insight

Demonstrated overall effort will be a factor contributing to the grade of all assignments, and points may be deducted when only minimal effort is obvious. The instructor reserves the right to award extra points on any assignment where exceptional effort is evident, or to subtract points in the case of minimal student effort.

Academic Integrity Policy

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration on homework or assignments, plagiarism, multiple submissions of the same assignment, cheating on examinations, fabricating information, helping another person cheat, having unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627. See <http://academicintegrity.okstate.edu> for the current academic integrity policy.

It is expected that all work submitted (papers, analyses, quizzes, examinations, homework, etc.) will be the student's **individual work**. Reference to resources on the Internet (with proper citation) is acceptable, but "copy and paste" **IS NOT acceptable**. If you use or refer to other people's work, including Internet sources or other electronically published sources, you **MUST** provide a citation for those sources. The MLA Handbook for Writers of Research Papers contains complete guidance on how to correctly cite all forms of material. Plagiarism detection software (e.g., TurnItIn) may be employed to ensure compliance.

The English language is important in the information industry, and it is important in this class. Grammar, usage and spelling in all student work will be graded.

Drop Policy

Information about university drop policy and dates is at this website: <http://registrar.okstate.edu/>. Click on "class schedules," and "short, internet, and outreach courses". To drop this course, contact the Registrar's office, (405) 744-6876, or drop through SIS (Student Information Services).

Students with Disabilities

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the University of his or her disability and to request accommodations. If any member of this class feels that he or she has a disability and needs special accommodation of any nature whatsoever, the instructor will work with you and the OSU Office of Student Disability Services to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such a disability and the desired accommodations at some point before, during or immediately after the first scheduled class period.

Attachment from Academic Affairs – Forms a part of this syllabus, and is to be read. See: <http://academicaffairs.okstate.edu/faculty-a-staff/46-syllabus-attachment>

Syllabus/schedule changes – The policies and schedule in this syllabus are subject to change at my discretion at any time, upon notice in any form to the class. (Class announcement, D2L, e-mail, or other method).

Textbooks:

The required textbook is:

Ethics in Information Technology, Fifth Edition, George W. Reynolds, ISBN-13: 978-1-285-19715-9 and ISBN-10: 1-25-19715-1.

It is expected that all reading assignments will be completed prior to the lecture covering that material.

Optional Reference: (Highly Recommended – about \$17.00 from Amazon.com)
Understanding Privacy, Daniel J. Solove, © 2008, ©The President and Fellows of Harvard College. ISBN978-0-674-03507-2.

Additional Reading:

Ethics for the Information Age. Michael J. Quinn, © 2011, Pearson Education Limited, publishing as Addison-Wesley. ISBN 0-13-213387-3.

Other References:

Federal Courts Home Page – <http://www.uscourts.gov/>

Electronic Law Library – <http://oscn.net/applications/oscn/start.asp?viewType=LIBRARY/>

Oklahoma Journal of Law and Technology – <http://www.okjolt.org/>

Oklahoma Law Review – <http://adams.law.ou.edu/olr/archive.cfm/>

US Copyright Office – <http://www.copyright.gov/>

Software Piracy – <http://www.spa.org/piracy/faq.asp>

US Patent and Trademark Office – <http://www.uspto.gov/>

Privacy in the European Union – Directive 95/46/EC

- http://ec.europa.eu/justice_home/fsj/privacy/docs/95-46-ce/dir1995-46_part1_en.pdf

AND <http://eur->

<http://lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:1995:281:0031:0050:EN:PD>

MSSIS 4273/TCOM 5273 – Legal and Ethical Issues in Information Systems
Tentative Class Schedule, Spring 2015

Note: With the exception of the course start date, these dates are subject to change.

Week	Date	Assignments	Lecture Topics	Study Material
1	Jan 15		<ul style="list-style-type: none"> • Faculty and student introductions • Course overview and syllabus review • Chap 1: Overview of Ethics 	Chapter 1
2	Jan 22		<ul style="list-style-type: none"> • Chap 1: Overview of Ethics (continued) • Intro to U.S. Law 	Chapter 1 / Video
Jan 23- Jan 25		Quiz 1	None	Chapter 1 / Video / PPT / Lectures
3	Jan 29	Term Paper Abstract (TCOM 5273 Only)	Ethics for IT workers and IT users Overview of Certifications	Chapter 2 PPT / Lecture
4	Feb 5		Computer and Internet Crime	Chapter 3
Feb 6 – Feb 8		Quiz 2	None	Chapters 2 & 3 / Videos / PPT / Lectures
5	Feb 12		Privacy Cellphone Forensics	Chapter 4
Feb 13 – Feb 15		Quiz 3	None	Chapter 4 / Videos / PPT / Lectures
6	Feb 19		Freedom of Expression	Chapter 5
7	Feb 26		Freedom of Expression (continued), video, and Mid-Term Review	Chapter 5
Feb 27 – Mar 1		Mid-Term Exam	None	Chapters 1 thru 5 Videos / PPT / Lectures
8	Mar 5		Intellectual Property, Patents, Trademarks	Chapter 6
9	Mar 12		Software Development	Chapter 7
10	Mar 19		Spring Break – No class session	
11	Mar 26		<ul style="list-style-type: none"> • Impact of IT on Productivity and Quality of Life • Managing Electronic Information From A to Zettabyte 	Chapter 8 / PPT
Mar 27 – Mar 29		Quiz 4	None	Chapters 6, 7 & 8 Videos / PPT / Lectures
12	Apr 2		Social Networking	Chapter 9

13	Apr 9	Term Paper Due (TCOM 5273 Only)	Ethics in IT Organizations	Chapter 10
Apr 10 – Apr 12		Quiz 5	None	Chapters 9 & 10 / Videos / PPT / Lectures
14	Apr 16	Current Event final turn-in date	<ul style="list-style-type: none"> • Federal Rules of Civil Procedure • Hackers 	PPT / Video
15	Apr 23		<ul style="list-style-type: none"> • Green Computing • Final Review 	Videos / Lecture
Apr 24 – Apr 26		Final Exam	None	Chapters 6 thru 10 Videos / PPT / Lectures