



**Subject:** IT

**Topic:** Component 3 - Learning Aim C: The Wider Implications of Digital Systems

## Summary of key information:

### Responsible Use

Shared data (location-based data, transactional data, cookies, data exchange between services):

- Benefits of using shared data
- Drawbacks of using shared data
- Responsible use (legal considerations, privacy, ethical use)

Environmental:

- Impact of manufacturing, use, and disposal of IT systems (energy, waste, rare materials)
- Considerations when upgrading or replacing digital systems
- Usage and settings policies (auto power off, power-saving settings, hard copy vs electronic distribution)

### Legal and Ethical

Importance of providing equal access to services and information:

- Benefits to organisations, individuals and society
- Legal requirements
- Professional guidelines/accepted standards

Net neutrality and how it impacts on organisations

The purpose and use of acceptable use policies:

- Scope - Who the document applies to
- Assets - The equipment, documents, and knowledge covered by the policy
- Acceptable - Behaviours that are expected/required by an organisation
- Unacceptable - Behaviours that are not allowed by an organisation
- Monitoring - Description of how behaviour is monitored by an organisation
- Sanctions - Defining the processes and potential sanctions if unacceptable behaviour occurs
- Agreement - Acknowledge (sign, click) that an individual agrees to abide by the policy

Blurring of social and business boundaries:

- Use of social media for business purposes
- Impact of personal use of digital systems (social media, web) on professional life

Data protection principles:

- Lawful processing
- Collected only for specific purpose
- Only needed information is collected
- Should be accurate
- Kept only as long as is necessary
- Data subject rights
- Protected
- Not transferred to countries with less protection

Data and the use of the internet:

- The right to be forgotten
- Appropriate and legal use of cookies and other transactional data

Dealing with intellectual property:

- The importance of intellectual property in organisations
- Methods of identifying/protecting intellectual property (trademarks, patents, copyright)
- Legal and ethical use of intellectual property (permissions, licensing, attribution)

The criminal use of computer systems:

- Unauthorised access
- Unauthorised modification of materials
- Creation of malware
- Intentional spreading of malware

**Key terms:** GPS, Data Subject, Consumables, Motherboard, Discrimination, Third Party Cookies, Digital Footprint, Trademark, Patent, Copyright, Plagiarism, Peer to Peer, Cracks.



**Subject:** IT

**Topic:** Component 3 - Learning Aim D: Planning and Communication in Digital Systems

## Summary of key information:

### Forms of Notation

Understand how organisations use different forms of notation to explain systems, data and information:

- Data flow diagrams
- Flowcharts
- System diagrams
- Tables
- Written information

Be able to interpret information presented using different forms of notation in a range of contexts

Be able to present knowledge and understanding using different forms of notations:

- Data flow diagrams
- Information flow diagrams
- Flowcharts

**Key terms:** Notation, Information Flow Diagram (IFD), Data Flow Diagrams (DFDs), Flow Charts, System Diagrams, Executive Summary.