


Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace



ABOUT THIS MODULE

This module has been divided into two units:

UNIT 1

Introduction to Electronic Communication and Social Media

UNIT 2

Online Safety

By the end of this module, you will be able to:

- Explain your responsibility regarding the appropriate use of electronic communication and social media tools;
- Identify potential personal and organisational risks;
- Discuss best practice that should be implemented when using these tools.

You should allow approximately 30 minutes to complete this module. At the end of the module you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

60°F Partly cloudy


6:58 PM 31/08/2022

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace



UNIT 1: INTRODUCTION TO ELECTRONIC COMMUNICATION AND SOCIAL MEDIA

Electronic communication includes email and messaging via computers, laptops, smartphones and other mobile devices.

Social media is the term used for internet-based tools and technologies that allow people to connect, communicate and interact in real time to share and exchange information.

Electronic communication and social media tools can be used to:

- Inform our clients about our products / services;
- Create new channels to open up two-way conversation and consultation.

? What are some examples of social media? Answer

Caution

60°F Partly cloudy


6:58 PM 31/08/2022

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace



POLICY FRAMEWORK

Our Acceptable Use Policy includes guidelines regarding respectfully interacting with others online.

This Policy, along with our Code of Conduct and Information Security Policy, helps you to:

- Make appropriate decisions about the use of electronic communication and social media tools;
- Protect the privacy, confidentiality and interests of our organisation, your colleagues, clients and other key stakeholders.

4 of 29

60°F Partly cloudy


6:58 PM 31/08/2022

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace



MONITORING USE

Our organisation has certain measures in place to identify any inappropriate use of electronic communications, social media and other systems. These include:

- Log-based software
- Security systems

? Why does our organisation monitor the use of electronic communications and social media? Answer

5 of 29

60°F Partly cloudy


6:58 PM 31/08/2022

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace



YOUR RESPONSIBILITY

You are responsible for all content that you send via email and publish on social media sites.

When emailing or publishing content you must **NOT**:

- ✗ Include or link to defamatory or harassing content;
- ✗ Breach confidentiality requirements;
- ✗ Bring our organisation into disrepute;
- ✗ Unfairly criticise our organisation, your colleagues or clients;
- ✗ Include any content that is inaccurate or misleading;
- ✗ Compromise the security of our organisation's computers and networks.

Note

6 of 29

60°F Partly cloudy


6:59 PM 31/08/2022

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace



MANAGEMENT RESPONSIBILITIES

Managers have a responsibility to promote and support professional electronic communications and the appropriate use of social media.

If you are a Manager, you should:

- ✓ Ensure that staff are aware of and understand their responsibilities and accountabilities, in line with our corresponding policies;
- ✓ Assist with monitoring and, where necessary, enforcing our policies;
- ✓ Lead by example by modelling appropriate behaviour.

7 of 29

60°F Partly cloudy

6:59 PM 31/08/2022


Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

NON-COMPLIANCE



In some circumstances, non-compliance with our Acceptable Use Policy may constitute:

- A breach of your employment contract or other contractual obligations;
- Misconduct, harassment, discrimination or some other breach of the law.

Failure to comply with our Acceptable Use Policy may result in disciplinary action and, in more serious cases, may result in termination of employment.

If you become aware of any misconduct or non-compliance with our Acceptable Use Policy, you must report it to your Manager immediately.

8 of 29

60°F Partly cloudy 6:59 PM 31/08/2022


Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

UNIT 2: ONLINE SAFETY



Our organisation supports the use of electronic communication and social media tools in the course of your work. However, just as you would exercise reasonable judgement and caution when communicating over the phone or face-to-face, the same consideration must be made when using electronic communication and social media tools.

The following frames outline various risks associated with the use of electronic communication and social media, and provide tips to help reduce and mitigate these risks.

It is important to remember that the consequences of these risks will always have the potential to damage your reputation and the reputation of our organisation.

9 of 29

https://elmcoursebuilder.com.au/lms_modules/3554/course_127589_ZWRzZ2RwNEkzZzNkSUon50=/content.html?i=d27cfd44d0d37576bbdfefa8ef30556&cid=19&mid=13&uid=56...

60°F Partly cloudy 6:59 PM 31/08/2022

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION

Social and Digital Media in the Workplace

WRITING SKILLS: RISKS

Emails are one of the most commonly used forms of communication in business as they provide an inexpensive and instantaneous method for transferring information. However, there are some situations in which email may not be the best way to communicate, and it can actually create additional problems in the workplace when they are written poorly.

Some of the risks of poor writing skills can include:

- Risk** Ideas not being expressed clearly or appropriately.
- Risk** The recipient incorrectly reading the intended tone of the email.
- Risk** The structure of the email not flowing well and becoming too confusing for the reader to understand.

10 of 29

60°F Partly cloudy

7:00 PM 31/08/2022

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION

Social and Digital Media in the Workplace

WRITING SKILLS: TIPS

When written and structured effectively, email has the power to improve business relationships. To ensure your emails are effective, you should:

- Write a meaningful subject line
- Distinguish between formal and informal situations
- Avoid including attachments

11 of 29

60°F Partly cloudy

7:00 PM 31/08/2022

Search the web... | The Runway - Google Chrome | staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION | Social and Digital Media in the Workplace

DEALING WITH DISPUTES AND COMPLAINTS

Unfortunately disputes do occur from time to time; however, it is important to remember that some complaints can allow you to discover areas for improvement, as well as provide opportunities to enhance your reputation by providing a satisfactory resolution. How you deal with a dispute is a key determining factor in how the other person will perceive you and our organisation in the future.

If you become involved in a dispute via email or other electronic communication channel, you should consider that emails:

- **May not be the best medium to use when responding;**
- **Are not private;**
- **Should not be written and sent when you are emotional.**

If email is your only option to respond, you should:

1 NOT respond immediately → 2 Assess the issue(s) at hand → 3 Apologise, if you are in the wrong → 4 Seek a resolution → 5 Ensure your email is concise and relevant to the issue at hand

12 of 29

60°F Partly cloudy | 7:00 PM 31/08/2022

Search the web... | The Runway - Google Chrome | staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION | Social and Digital Media in the Workplace

ONLINE CONDUCT: RISKS

Online conduct refers to your actions while using electronic communication tools and how this is perceived by the recipient. Inappropriate online conduct includes:

- Emailing, posting or endorsing **offensive material**;
- Emailing, posting or endorsing defamatory comments;
- Harassment and bullying.

Some of the risks of poor online conduct can include:

Risk	Absence of face-to-face contact and the option to post comments anonymously.	Click for associated consequence
Risk	Friends of friends seeing comments, posts and 'likes' that were not meant for them.	Click for associated consequence
Risk	The absence of verbal cues and body language to contextualise sarcastic or misguided attempts at humour.	Click for associated consequence

13 of 29

60°F Partly cloudy | 7:00 PM 31/08/2022

Search the web... The Runway - Google Chrome
 staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

CYBER BULLYING

Email and social media are increasingly being used as platforms for bullying. Cyber bullying is particularly damaging as it is a one-way, often anonymous attack on an individual or a group.

When sending emails or posting on social media sites, you should consider:

Tip

14 of 29

60°F Partly cloudy 7:01 PM 31/08/2022

Search the web... The Runway - Google Chrome
 staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

ONLINE CONDUCT: TIPS

You are expected to treat your colleagues with respect and dignity. This means that your behaviour should not constitute bullying and / or harassment or be otherwise offensive.

Do not hesitate to contact your colleagues or clients via other means if electronic tools are not appropriate communication methods, or to check for any misunderstanding if you are not getting the expected response.

To minimise online conduct risks, you should:

Caution Note


15 of 29

60°F Partly cloudy 7:01 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace



CASE STUDY: A BIT OF FUN?

Aaron pursues amateur photography in his spare time. Following his team's Christmas party he begins using photo editing software to distort and splice photos of team members in amusing ways. Aaron then starts to circulate the images via email.

Initially everyone has a good laugh at them, but over the following weeks Danielle notices that her picture is increasingly being used as the subject of the joke. Danielle begins to feel that Aaron's images are belittling and offensive, and raises the issue with her Manager, Marcus.

Which of the following statements is correct?

!	1. Aaron's behaviour may constitute bullying and Marcus has a responsibility to address the issue.	Answer
!	2. Aaron's intention was innocent and as no one else complained, he cannot be held responsible.	Answer

16 of 29

60°F Partly cloudy

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

PROFESSIONAL BOUNDARIES: RISKS

Professional boundaries are the limits that help you to develop effective relationships in the workplace.

Some of the risks of professional boundaries becoming blurred can include:

Risk	The absence of personal, face-to-face interaction.	Click for associated consequence
Risk	Personal comments being misunderstood as professional advice or our organisation's stance on a topic.	Click for associated consequence
Risk	Clients expecting an immediate response, at any time of day, to emails or social media posts.	Click for associated consequence

17 of 29

60°F Partly cloudy

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

PROFESSIONAL BOUNDARIES: TIPS

The most important reason to set boundaries online is for your own safety and protection. 'Personally' you don't want to give out private information to the world, and 'professionally' you don't want to compromise your credibility or reputation, and that of our organisation.

To manage professional boundary risks, you should:

- Set clear communication boundaries
- Consider your purpose
- Set boundaries surrounding time
- Take things slowly
- Be thoughtful in your communications
- Remember, what is posted online, stays online

Interactive image!

18 of 29

60°F Partly cloudy

7:01 PM 31/08/2022

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

CASE STUDY: WEEKEND PHOTOS

Jane regularly uses a social networking site to connect with her friends. As Jane has a friendly personality, some of her clients have added her to their online social network.

On the weekend, Jane attends a fancy dress party where she is awarded with the best dressed prize. Jane uploads some photos of herself dressed in her prize winning costume, including photos of herself drinking from the bottle of champagne she won.

Which of the following statements is correct?

- Jane should not have posted personal photos that could be viewed as inappropriate, on a social networking site. **Answer**
- There is nothing wrong with Jane posting photos of herself on social networking sites. **Answer**

19 of 29

60°F Partly cloudy

7:02 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION

Social and Digital Media in the Workplace

CONFIDENTIALITY: RISKS

Our organisation and staff should never reveal confidential information about our business practices or clients to a third party, without appropriate consent.

A risk associated with poor confidentiality practices can include:

Risk Private or confidential information could be inadvertently disclosed or sent to the wrong recipient, and trust can be damaged.

Click for associated consequence

20 of 29

60°F Partly cloudy 7:02 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION

Social and Digital Media in the Workplace

CONFIDENTIALITY: TIPS

You should never disclose a client's or supplier's commercially sensitive information to any of their / our competitors, or anyone else not authorised to receive that information.

Sensitive information should be shared on a 'need-to-know' basis only, with the owner's approval.

To minimise confidentiality risks, you should:

- Remember: email is not confidential
- Ask permission before disclosing information to a third party

21 of 29

60°F Partly cloudy 7:02 PM 31/08/2022


Search the web...





The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

ACTIVITY: TRUE OR FALSE

It is dangerous to make assumptions about electronic communication and social media tools in case you do unintentionally breach information confidentiality.

Read each statement below, and click on the correct answer regarding the use of personal information. For a detailed explanation, move your cursor over the  icon.

1. Emails or posts on social media sites are always private and secure. 
2. Content deleted from a social media site is no longer accessible. 
3. Even if communications are only accessed by the intended recipient, it could still be a breach of confidentiality to send private information. 
4. It is appropriate to discuss private information if it is only ever referred to by a code name or the project name. 

22 of 29

60°F Partly cloudy 7:02 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

INTELLECTUAL PROPERTY: RISKS

Intellectual property rights provide the owner with **exclusive rights** to use, sell or license their creations, and receive royalties or compensation in exchange for others using them.

Intellectual property can include, but is not limited to:

- Images, illustrations and photos;
- Music;
- Video;
- Blueprints and product designs;
- Text.

A risk associated with not considering intellectual property rights can include:

Risk Adding other people's intellectual property to your own content, either intentionally or unintentionally.

Click for associated consequence

23 of 29


60°F Partly cloudy 7:03 PM 31/08/2022

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace



INTELLECTUAL PROPERTY: TIPS

Social media is based on User Generated Content (UGC) where people come together to talk about something in common, such as a company they admire.

Sometimes there is a fine line between simply discussing a brand or being a 'fan' of a company, and infringing on that brand by using their name and logo.

If you wish to include someone else's intellectual property in your content, whether it be in an email or comment posted online, be sure to obtain permission from the owner and include an acknowledgement of the original source wherever possible.

24 of 29

60°F Partly cloudy

7:03 PM 31/08/2022

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

INFORMATION SECURITY: RISKS

Information security refers to the measures taken to ensure the confidentiality, availability and integrity of information.

Some of the risks of poor information security practices can include:

Risk	Accounts being accessed due to unsecured passwords.	Click for associated consequence
Risk	Being tricked by phishing scams (see Note).	Click for associated consequence
Risk	Dangerous links embedded within emails or on social media sites.	Click for associated consequence
Risk	Human error or unexpected behaviour causing information corruption, deletion, modification or loss.	Click for associated consequence

Note

25 of 29


60°F Partly cloudy

7:03 PM 31/08/2022

Search the web... The Runway - Google Chrome
 staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

INFORMATION SECURITY: TIPS
 Electronic communication and information stored online has an increased risk of being misused, lost or inappropriately accessed, modified or disclosed.
 This not only includes our organisation's information, but may also affect your personal information (e.g. unauthorised access to your internet banking).
 To minimise information security risks, you should:



Be aware of phishing scams


Not check the 'remember my password' box

60°F Partly cloudy 7:03 PM 31/08/2022

Search the web... The Runway - Google Chrome
 staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

TOP TIPS FOR SECURING YOUR MOBILE DEVICE
 Much of our online communication can occur via mobile devices. Hold your cursor over the applications (apps) next to the smartphone screen below to find out some handy tips for keeping your mobile device, and the information on it, safe and secure.




- Passwords and PINs
- Wi-Fi and Bluetooth
- Websites and Apps
- Third Party Access
- Encryption
- Auto-lock
- Back Up Your Data
- Stored Information

60°F Partly cloudy 7:04 PM 31/08/2022

Search the web... | The Runway - Google Chrome | staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION | Social and Digital Media in the Workplace



MODULE IN REVIEW

This module has outlined the potential risks of using electronic communication and social media, and has suggested tips to safeguard yourself and our organisation against these risks.

Before posting material online, stop and ask yourself:

- Might it reflect poorly on you, your colleagues / clients or our organisation?
- Is your intention to post this material driven by personal reasons or professional reasons?
- Are you confident that the comment or other media in question, if accessed by others, would be considered reasonable and appropriate?

Please contact your Manager if you have any further questions.

28 of 29

https://elmcoursebuilder.com.au/lms_modules/3554/course_127589_ZWRzZ2RwNEkzZzNk5uon50=/content.html?i=d27cf444d40d37576bbdfefaf9ef30556&cid=19&mid=13&uid=56...

60°F Partly cloudy | 7:04 PM 31/08/2022

Search the web... | The Runway - Google Chrome | staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION | Social and Digital Media in the Workplace

In regards to electronic communication and social media, what are the responsibilities of a Manager?

1 of 10

- A To review and approve all incoming and outgoing emails, and all comments posted online.
- B To lead by example by modelling appropriate behaviour when using these tools themselves.
- C To ensure staff are not initially aware of their responsibilities as it is best for them to learn by trial and error.
- D All of the above.

Click to continue

7:04 PM 31/08/2022

60°F Partly cloudy | 7:05 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

Which of our organisation's policies includes guidelines regarding respectfully interacting with others online?

2 of 10

- A Acceptable Use Policy.
- B Annual Leave Policy.
- C Information Privacy Policy.
- D Environmental Awareness Policy.

Click to continue

60°F Partly cloudy 7:05 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

What is a risk of weak professional boundaries?

3 of 10

- A Improving professional relationships via appropriate networking sites.
- B Providing appropriate encouragement to someone who has completed a task well.
- C Clients expecting an immediate response, at any time of day, to emails or social media posts.
- D Confidential information being shared inadvertently.

Click to continue

60°F Partly cloudy 7:06 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

Checking the 'remember my password' box could allow someone to easily login to your account and steal and use your details. True or false?

4 of 10

A True.

B False.

Click to continue

60°F Partly cloudy 7:06 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

What is social media?

5 of 10

A Social gatherings for those who enjoy videos, music and other digital media.

B Internet-based tools that allow people to connect in real time and share information.

C Tools that allow people to connect face to face.

D None of the above.

Click to continue

60°F Partly cloudy 7:07 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

Following an incident at work one day, David posts a comment on his personal Facebook site detailing his knowledge of the event. Is this acceptable online conduct?

6 of 10

- A Yes, as David is posting his comments on his personal social media site (i.e. Facebook), not his professional social media site (i.e. LinkedIn).
- B No, posting details of organisational activities breaches David's confidentiality requirements and may bring himself and our organisation into disrepute.

Click to continue

60°F Partly cloudy 7:07 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

What might the consequences be of disclosing confidential information, whether on purpose or inadvertently?

7 of 10

- A Trust can be damaged.
- B The owner may become hesitant to provide any further information.
- C The relationship may be strengthened through the misunderstanding.
- D Both A and B.

Click to continue

60°F Partly cloudy 7:08 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

You are responsible for all content that you send electronically via email or publish on a social media site. True or false?

8 of 10

A True.

B False.

Click to continue

?

60°F Partly cloudy

7:08 PM 31/08/2022

ENG US

140%

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

What does electronic communication include?

9 of 10

A Posting hand written letters.

B Sending messages via smartphones, only.

C Email and messaging via computers, laptops and smartphones.

D All of the above.

Click to continue

?

60°F Partly cloudy

7:08 PM 31/08/2022

ENG US

140%

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

All risks associated with electronic communication and social media have the potential to damage your reputation and the reputation of our organisation. True or false?

10 of 10

A True.

B False.

Click to continue

60°F Partly cloudy

7:08 PM 31/08/2022

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

What should you do if you believe you have received a phishing email?

3 of 10

A Do not click on the link, but instead type the URL address into your web browser.

B Click on the link to check whether it is a phishing email or not.

C Forward the email to all of your friends for them to check the integrity of the email for you.

Click to continue

60°F Partly cloudy

7:10 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

Email is a totally secure and confidential means of communication. True or false?

4 of 10

A True.

B False.

Click to continue

60°F Partly cloudy 7:10 PM 31/08/2022

This screenshot shows a quiz question in a web browser. The question asks if email is a secure and confidential means of communication. Two options are provided: 'A True.' and 'B False.'. Option B is selected with a green checkmark. A 'Click to continue' button is at the bottom right. The browser's taskbar shows the time as 7:10 PM on 31/08/2022.

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

You are responsible for all content that you send electronically via email or publish on a social media site. True or false?

5 of 10

A True.

B False.

Click to continue

60°F Partly cloudy 7:12 PM 31/08/2022

This screenshot shows a second quiz question. It asks if the user is responsible for all content sent electronically via email or published on social media. Two options are provided: 'A True.' and 'B False.'. Option A is selected with a green checkmark. A 'Click to continue' button is at the bottom right. The browser's taskbar shows the time as 7:12 PM on 31/08/2022.

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

Any photos or comments that you post on social networking sites are your own personal business and do not affect our organisation. True or false?

6 of 10

- A True.
- B False.

Click to continue

60°F Partly cloudy

7:13 PM 31/08/2022

Search the web...

The Runway - Google Chrome

staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

If you fail to comply with the Acceptable Use Policy, what might be a consequence?

7 of 10

- A Disciplinary action.
- B Termination of employment.
- C Being required to work weekends for the next month.
- D Both A and B.

Click to continue

60°F Partly cloudy

7:13 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

What should you do if you wish to use someone else's intellectual property?

8 of 10

- A Include the intellectual property anyway and see if anyone notices.
- B Email the owner to tell them that you're going to use their intellectual property.
- C Obtain permission from the owner and include an acknowledgement of the original source.

Click to continue

60°F Partly cloudy 7:13 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION Social and Digital Media in the Workplace

Content deleted from a social media site is no longer accessible. True or false?

9 of 10

- A True, the information no longer exists.
- B False, content is archived by the social media site.

Click to continue

60°F Partly cloudy 7:14 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION

Social and Digital Media in the Workplace

Following an incident at work one day, David posts a comment on his personal Facebook site detailing his knowledge of the event. Is this acceptable online conduct?

10 of 10

A Yes, as David is posting his comments on his personal social media site (i.e. Facebook), not his professional social media site (i.e. LinkedIn).

B No, posting details of organisational activities breaches David's confidentiality requirements and may bring himself and our organisation into disrepute.

Click to continue

60°F Partly cloudy 7:15 PM 31/08/2022

Search the web...

The Runway - Google Chrome
staraviation.elmotalent.com.au/learning/view-activity/19/url/13

STAR AVIATION

Social and Digital Media in the Workplace

CONGRATULATIONS

You have successfully completed your assessment with a score of 100%

Your results have been recorded, please close this window.

60°F Partly cloudy 7:15 PM 31/08/2022