

## Advanced Computing – Week 9

### Copyright & Plagiarism

#### What is copyright?

Copyright is the legal right given to the owner of copyright to prevent others from copying an artistic works, literary, dramatic or music work. Only the copyright owner has the legal right to reproduce the work in any form and has the right to sue others who copy or distribute unauthorized work without the copyright owner's permission.

The owner of copyright has the special right to do and authorize the following:

- To reproduce the work
- To prepare copied works based upon the work
- To distribute copies of the work to the public by sale or transfer of ownership , or by rental , lease or lending.
- To disallow other persons from using the work without permission
- To carry out the work publicly

#### Copyright violation (Breaking of copyright law)

A person who does not own the copyright, and without license from the owner or does not have permission in any of the following acts has broken the copyright law.

- Use resources only for academic assignments and official education and research and not reproduced in any material form to the public
- Resources are not to be used for business purposes or private gain
- Changing of system settings is not allowed
- Respect and abide by all copyright laws.
- Downloading, installation, or removal of software or hardware is not allowed.
- E-mail messages should be brief occasional and should indicate the sender's true identity.
- Send no obscene or harassing messages in any format in violation of any applicable law.
- Respect the rights and property of others by not accessing other member's data
- No one should purposely attempt to weaken the system security or disturb the system performance through "hacking"

## **Plagiarism**

### **Definition of plagiarism**

Plagiarism is copying or paraphrasing information from a source without giving credit to the owner. Using images, audio, or video without permission giving credit is also plagiarism. Plagiarism is easier today because of the presence of the internet and the easy availability of information. Written permission must be obtained from the owner if you plan to use these files on a web page. It is permissible to produce a publication or multimedia presentation for classroom educational or non-profit purposes as long as credit is given in a bibliography.

### **Effects of plagiarism**

Plagiarism is a serious academic offence for students. Any use of another person's work or ideas must be acknowledged. If you fail to do this, you may fail in the examination on your name maybe removed from the pass list.

### **How to avoid plagiarism**

1. Take good notes. Write down the title, the name of the source, the author, the page number(s), and the date for any language you copy or adapt and for each piece of information you record.
2. Put quotation marks around any language you reproduce directly from the source.
3. Put away your source before you begin to write. Read your source, and then write from your memory. After you write, you can recheck your paraphrase or summary against the original for accuracy.

## **Theory Questions**

**Q1: Describe the function of the following keys of a keyboard.**

- a) ESC
- b) F1
- c) Caps Lock
- d) Space Bar

**Q2: The following is a list of three types of printers. Arrange the printer in descending order of print quality, that is, best print quality first.**

**Dot matrix printer, laser printer. Ink jet printer.**

1. ....
2. ....
3. ....

**Q3: Fill in the blanks with the following words**

Byte, Virus, CPU, Instructions, Data, Information

- a) A .....is a program intentionally created to destroy data.
- b) The .....consists of ALU, control unit and memory unit.
- c) A group of 8 bits forms one .....
- d) Input is processed to produce .....
- e) Input is processed according to a set of .....
- f) .....means raw facts and figures.

**Q4: Tick True or False next to each of these statements.**

	True	False
A browser is used surf the internet		
A spreadsheet is used to look for information on the internet		
A spreadsheet package can be used to produce accurate charts		
A spreadsheet package can be used to perform calculations automatically		
A search engine can be used to type letters		
Presentation software can use animations, but not text formatting		
An operating system is an application program.		

**Q5: Differentiate between the two types of page orientation:**

- Portrait:
- Landscape:

**Q6: Briefly describe the purpose of the following worksheet view options:**

- a) Page layout view
- b) Page break view