

# Ethical Practice



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*Senior  
Secondary*

Good ethics are essential. When completing a project, it's very important to follow good ethical practice and meet commonly accepted ethical standards.

Professional Bodies such as *IT Professionals New Zealand* provide Codes of Ethics to guide good ethical behaviour.

- **IT Professionals NZ** provides a Code of Ethics for people working with Tech

If you intend to use data that involves yourself or other people and:

- gives you any information of a **personal, private or confidential nature**
- gives you information that could **identify others**
- involves **tasting, touching or smelling** different foods or other substances
- involves **taking any medicines**, drugs or other substances
- involves **applying any substance** to their bodies
- involves undergoing any **physical or medical tests**

then you must think about the safety of yourself and the participants involved.

You should complete the Human Ethics Planning Template on the next page and discuss it with your teacher or Code Club Coordinator to see whether you need to consider it further.

**NOTE:** You also need to consider human ethics if you are surveying people or asking questions that do not include their personal details. However in that circumstance you do not need to complete the Human Ethics Planning Template.

# Human Ethics Planning Template

You should complete this Human Ethics Planning Template and discuss it with your teacher or Code Club Coordinator.

<b>Team name:</b>	
<b>Your school:</b>	
<b>Title of your project:</b>	

<b>Ethical focus</b>	<b>What action will you take?</b>
<b>Research design:</b>	
<b>Information to any participants (in research related to your project):</b>	
<b>Level of risk:</b> (Low/Medium/High, based on likelihood of ethical breach and consequence of it)	
<b>Permissions:</b>	
<b>Respect for participants:</b>	
<b>Ideas to minimise any potential harm:</b>	

Ethical focus	What action will you take?
Informed and Voluntary consent by those participating:	
Privacy and confidentiality:	
Avoidance of unnecessary deception:	
Social and Cultural sensitivity:	
Other things you are thinking about in relation to ethics:	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_