Chapter 23

Digital Citizenship

Answer Key

Part 1: Content Review

Matching

1. D
2. F
3. A
4. B
5. I
6. J
7. E
8. G
9. C
10. H

Multiple Choice

1. C
2. D
3. A
4. D
5. B
6. B
7. A
8. B
9. C
10. C

Completion

1. digital citizen
2. digital citizenship
3. etiquette
4. intellectual property
5. plagiarism
6. terms of use
7. open source
8. Malware
9. Trojan horses
10. software virus

Part 2: Concept Review

Open Response

1. A digital footprint is a data record of all an individual's online activities. Even if you delete something you have posted on the Internet, it is still stored in your digital footprint. You should be careful about what you post to social media sites or what you send through e-mail because it never really goes away. What you post online today could risk your future college and job opportunities.

2. A copyright acknowledges ownership of a work and specifies that only the owner has the right to sell the work, use it, or give permission for someone else to sell or use it. Most information on the Internet is copyrighted, whether it is text, graphics, illustrations, or digital media. This means it cannot be reused without obtaining permission from the owner.

3. These networks are generally not secure and put your devices at risk of inadvertently exposing data. Sometimes hackers create illicit hotspots in locations where free or paid public Wi-Fi exists. Users can unknowingly connect to the incorrect network, which allows the hacker to access any data being transmitted over that connection.

4. "Backing up" your computer is an important part of a security plan. It involves making a copy of the data on your computer and storing the copied data in a safe location. If a virus invades your computer or the hard disk crashes, it may be too late to retrieve your files and computer programs.

5. Student answers will vary. Consider the following when evaluating student responses.
   1. No personal use of company-owned computers, such as to check personal e-mail, play games, or do personal shopping.
   2. Do not conduct company business over public Wi-Fi hotspots.
   3. Never open suspicious e-mails or e-mail attachments that you are not expecting.
   4. Avoid clicking links to a website within an e-mail.
   5. Protect physical mail and documents to prevent theft by hackers.
   6. Do not communicate with someone or give company information via a website, if you have any suspicions.
   7. Become familiar with the security settings and features of your browser when accessing the Internet from your computer.
   8. Regularly back up data files according to company policy.

Part 3: Math Skills

Percentages

1. $47,000 × .10 = $4,700 = planned increase
   $47,000 + $4,700 = $51,700 = planned sales

2. $200,000 x .15 = $30,000 = planned increase
   $200,000 + $30,000 = $230,000

3. (a.) planned increase = $15,000 × .06= $900
       planned sales = $15,000 + $ 900 = $15,900
   (b.) planned increase = $20,000 × .06 = $1,200
       planned sales = $20,000 + $1,200 = $21,200
   (c.) planned increase = $29,000 × .06 = $1,740
       planned sales = $29,000 + $1,740 = $30,740
   (d.) planned increase = $33,000 × .06 = $1,980
       planned sales = $33,000 + $1,980 = $34,980
   (e.) planned sales for four-month season: $15,900 + $21,200 + $30,740 + $34,980 = $102,820

4. (a.) $60,000 × .06 = $3,600
   (b.) $60,000 + $3,600 =$63,600

5. $3,800 × .05 = $190 (discount amount)
   $3,800 − $190 = $3,610 (invoice amount)

Part 4: Communication Skills

Reading Questions

1. Unless directed by your supervisor, employees should discard inactive e-mail after sixty (60) days.

2. Users may not use their assigned Company e-mail address to join e-mail subscription lists that are non-job related. Users may join e-mail subscription lists using their assigned Company e-mail address only when the subscription is job-related.

3. Users may not send unsolicited e-mail to users with whom they do not have a prior relationship, without express permission of their supervisor.