**CLA Activity #1: Ethical Case Studies**

**Instruction:**

1. Read all the following Ethical Case Studies.
2. Choose 3 cases and clearly answer the questions.

**Notes:**

* Reflect on what you have learned about ethical and moral behaviours.
* In your responses, remember to support your reasons for your answers or decisions.
* Your answer should be at least 1 paragraph.

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| **Case 1** | **Case 2** |
| Your place of employment has a limited number of phone lines. You often have to make personal phone calls because most places of business match your own work hours. Is it acceptable to use the phone lines for personal business? Why or why not? If you feel it is acceptable, would there be any circumstances under which it would not be acceptable? If you feel it is not acceptable, are there any circumstances under which it would be acceptable? | Joan, an enterprising student has begun school using school computers to run an Internet business. She uses school computers to earn extra sending money. Is this an ethical use of resources? Is this a legal use of resources? What factors should be looked at? |
| **Case 3** | **Case 4** |
| A co-worker accidentally e-mails you a file entitled “Journal”. You open it and discover that the co-worker likes a friend at work but is too shy to say anything. The file also contains references to inappropriate and potentially illegal activities of another co-worker. Should you say anything to anyone?  | You have been asked to prepare invitations and a “program” for your sibling’s wedding. This would mean you would have to use the computers, printers, and the photocopier at the workplace, since you do not have the resources to do so at home. You have always been a good worker for the company. What are the issues involved in this case? Is it acceptable to do as your siblings wishes? Why or why not? |
| **Case 5** | **Case 6** |
| Jason does not have Internet access at home. He spends times at work on the Internet receiving and sending personal e-mail messages from family and friends. The company he works does not have the capacity to store large volumes of data. How much time is acceptable for “personal” business during the workday? What types of materials are acceptable for e-mail? Should there be a limit if work computers are being used? Should the system administrator monitor the e-mail? | You have been issued a company truck. You are allowed to drive the truck to and from work and use it for transportation between job sites. A friend asks you to use the truck to help him/her move to a town several hours away. The move will necessitate several trips, but you will pay for your own gas. Should you help you friend move? Why? Why not? |

**CLA Activity #1: Ethical Case Studies – Responses – Choose 3 Case Studies and write a reflection paragraph about each.**

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| **Case #**  |
| **Response:** |

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