**Ethical Guidelines in Writing Storyboard**

|  |  |  |
| --- | --- | --- |
| **Image Description/Drawing: 1. TITLE SCREEN** | **Image Description/Drawing: 2. OVERVIEW**  [Information Word doodle](https://www.flickr.com/photos/purpleslog/2870445260/in/photolist-5nDMnw-6q4ey3-cAswSW-cAswZb-5ovUgu-6cZdgt-9X3jEd-eiRYcK-5qVFo9-9nLtL-5nDMnJ-4coVuv-5z8U3o-7fuCxo-cyNqNJ-rt4Bb7-9absfJ-446D8t-7QfDuU-eiYE8d-8S83Tu-FM8cU-arBfvb-5nDMno-reuLH1-eiZXDA-cXyXGC-eiUjrM-ej125Y-eiUfap-446z2V-eiSK34-5nDNfb-e4QnqR-ksgK3R-ksgJDV-gbv2ss-6TZSN3-9abNF7-mKL7Lo-gg3U6y-4e5zt2-9ack6w-5nDNff-9a9uin-a655W9-9abFhs-983yBA-fwzFWQ-ybQXyK) | **Image Description/Drawing: 3. PLAGIARISM**  [**Their words not mine, photo**](https://www.flickr.com/photos/x1brett/9634178575/in/photolist-fFkFDa-Py4kK-fD7qa-7WAzvy-5BT8yC-8xrdh-8xrdg-d9PPzh-89qELP-biks1P-2uFbqj-8zZ3VP-7MQHRn-9BATo7-4uKC1C-83r34g-7MQHL8-7MQHDR-7MUGBq-7MUGiG-7MQH9a-7MUG3f-7MQGNp-7MQGBz-9AUqWL-9ARxwz-9AUqLj-9ARxkX-5HLQAh-7N47bR-9LVaCK-qDFtTH-vmwzjh-6z3XPe-zPsEUB-bUL8-seHTuK-76ghqZ-8Zfm5u-dPcqJ1-oVuzSW-843tiV-bn5Y7B-ibH5NL-kMQ6aV-oF2p5W-huD2t7-9Sq6NC-6LGkUM-anZsTr) |
| **Image Credit:** | **Image Credit:** [**CC-BY 2.0**](https://creativecommons.org/licenses/by/2.0/) **from Flikr** | **Image Credit:** [**CC-BY 2.0**](https://creativecommons.org/licenses/by/2.0/) **from Flikr** |
| **Spoken Text:** | **Spoken Text:** The information age has provided us with many benefits and challenges when it comes to writing. It is easy to find yourself in an ethical dilemma, which is a situation where it’s unclear what is right or wrong. This section helps you to develop your awareness around ethical writing so you can aim to stay on the side of what’s considered good and right, instead of bad or wrong. | **Spoken Text:**The first ethical issue many writers tackle is plagiarism, which is passing off the work or ideas of someone else as your own. Here we look at some high-profile examples as well as ways to stay off the plagiarizer’s path. |
| **Written Text:** | **Written Text:** | **Written Text:** |
| **Music/Sounds:** | **Music/Sounds:** | **Music/Sounds:** |
| **Music/Sound Credit:** | **Music/Sound Credit:** | **Music/Sound Credit:** |
| **Effects:** | **Effects:** | **Effects:** |

|  |  |  |
| --- | --- | --- |
| **Image Description/Drawing: 4.**  **COPYRIGHT AND CREATIVE COMMONS**  [**Is Copyright a little fuzzy photo**](https://www.flickr.com/photos/liako/3700283776/in/photolist-6CYVs9-a7dP1z-qiTJR3-4gVU5C-peQjZ1-swvr53-ogWUh1-33Y4jV-6QyPwR-uZuS19-5Ev4EF-nXPzGH-eBTDu-ajQQNM-72V3sv-rB1qtv-9HmR8k-5UtKpc-nTmhZ4-oKtTYY-daumgp-oBjLAo-nwhxjV-nwAq3s-nwi9Uy-7Z4xw1-7FAnYa-qwuhSD-pSaidD-odJxRx-oVNtUb-wTtmNy-r65HkN-e97ofu-cBkLd7-MCzm-6zMVmm-dd1r5Z-oWhiNU-bqBKGc-ozjPsb-4NWB8T-ofsBXX-sh6HcF-obNU4e-8Zc5zA-oUC7RG-8o4BG6-ndexdA-48Q5wd) | **Image Description/Drawing: 5. ACCESS TO INFO AND RECORDS MANAGEMENT**  [**records management photo**](https://www.flickr.com/photos/europedistrict/4382104364/in/photolist-7FeqXw-mpdC9X-tN42vc-rAUEMW-kr19qj-5YJBU9-9dTsfj-9dQoNM-985RTA-6SUtcs-8uHtG2-agfckv-dY99M6-tt14Yr-pT3g6t-6Wzo2q-7FaxUT-7Fayak-kr1a3G-kqYxHK-kqYy32-kqYyR6-kqYyCF-3etDwr-9dQoE6-uTBjtY-9dQpr8-7GGg5v-8RSRus-bmUofr-tK7kfP-tsq5t9-jR9gc-8PSwNd-tt1GiR-5J3RaS-q4cXhM-8PNX7P-pLPHw3-q4m1kb-8viit7-985S8U-3eyc37-fke2iv-tGEw1f-86i4rA-qym87x-3etiBF-qweJof-tNU6RT) | **Image Description/Drawing: 6.**  **CODES OF CONDUCT**  [**IR professional code of conduct photo**](https://www.flickr.com/photos/howardlake/5573845388/in/photolist-9uxq3y-g7Npux-96kZuu-8zVbB-66HwsX-Cz31C-Cz33c-Cz323-Cz32D-Cz2W5-aefTrY-7Ba9oQ-qmJZjL-6PKe9k-66MNTf-4j13Nh-6RSYyw-rdjhcJ-uRu7c6-7f71KK-dQncpK-eX9vPg-uyuh2t-ugV2Xg-fgw8aV-fgw8V2-fgLni7-fgLomJ-fgw7P6-fgw74z-oZUsXH-phmDAd-e6TaGB-qLVTLA-quzwNz-ntwCbd-nwzieE-6WQFaK-neuUBb-nxwspc-nvwtvv-nxAmet-ngnbQ7-neWxNK-b8e1Ng-b8enFB-baS6e2-aBZidJ-b8e4w6-b8fCVe) |
| **Image Credit:** [**CC-BY SA 2.0**](https://creativecommons.org/licenses/by-sa/2.0/) **from Flikr** | **Image Credit:** [**CC-BY 2.0**](https://creativecommons.org/licenses/by/2.0/) **from Flikr** | **Image Credit:** [**CC-BY SA**](https://creativecommons.org/licenses/by-sa/2.0/) **from flikr** |
| **Spoken Text:** As a writer, it’s important also to be aware of the various laws and licences that help protect intellectual property. We delve into copyright and Creative Commons here respectively. | **Spoken Text:** As people who work in organizations there’s a high likelihood that we may have access to peoples’ personal information or records. In this section we look at some of the privileges and responsibilities about how can treat this information professionally including ethically. | **Spoken Text:** We also look at what policies and procedures are in place regarding codes of conduct, which can be found in most organizations via Human Resources. |
| **Written Text:** | **Written Text:** | **Written Text:** |
| **Music/Sounds:** | **Music/Sounds:** | **Music/Sounds:** |
| **Music/Sound Credit:** | **Music/Sound Credit:** | **Music/Sound Credit:** |
| **Effects:** | **Effects:** | **Effects:** |

|  |  |  |
| --- | --- | --- |
| **Image Description/Drawing: 7.**  **WRITING RESPECTFULLY**  [**Quill photo**](https://www.flickr.com/photos/kaushiknarasimhan/4504860888/in/photolist-7S5Acj-nhku2N-3r5Lz-fhCMtq-4TtgQW-bjSAfK-2pZ7fV-f5Ebvo-5Aqfvq-qHZBcg-jGaJ3k-q4ZB3R-bNLgPc-f5WiW4-619scQ-7MrbFX-boDyjj-aB4Xqe-aB4XoV-7sMRfW-9DZEFt-5C1vby-fj9zct-2CWoeV-6vcfbQ-5mAfhW-4MfCNH-7aLZBr-5WriHH-buabCF-r4A9HA-5mzwgQ-511XQ3-btBcgy-q4Ze4F-6P1kA9-9qsFj-eoQ7Gr-7oJF48-qmqdCa-4f2GNe-74ut9W-bEi2bX-ahnXQj-6RqrwB-pcm6Nh-5mzxWL-de9V2g-q9kq6T-pczr3n) | **Image Description/Drawing: 8.**  **REVIEW**  [**Ethical Issues photo**](https://www.flickr.com/photos/102642344@N02/10224216883/in/photolist-gztMtr-fmWgBN-fqgada-naHaJo-qT54PA-ewyiw4-ecxsQo-82ms6v-ej7HhD-ehD54S-fmWg2S-p1zg4h-9A2WF9-fySUBn-bTkHG8-hJavP5-bTkHsK-9mrYEX-dPcqJ1-5MTGFb-vLqrC-8UBCPi-qWsr44-8VTmVC-8EHB3j-qDVRMz-qDPVbG-qDXCk8-qWod2a-bpSoYw-qDNKt5-qWeBDz-2TmUhq-iSChJP-9mrWbT-nh1MtQ-h9DCTf-9mv18b-9mvb7d-9mv5RN-qDPVtq-pZoj8s-qDXyY8-qDXBKF-qDNGUC-qDPUJQ-qWeqUi-qDNDLJ-qWiFpJ-qWevgV) | **Image Description/Drawing: 9.**  **CLOSING SCREEN** |
| **Image Credit:** [**CC-BY 2.0**](https://creativecommons.org/licenses/by/2.0/) **from flikr** | **Image Credit:** [**CC-BY 2.0**](https://creativecommons.org/licenses/by/2.0/) **from Flikr** | **Image Credit:** |
| **Spoken Text:** Finally, we look at how writing in a respectful way can help keep us on the ethical and good communication path by balancing courtesy, professionalism and conciseness. | **Spoken Text:**By delving deeper into these ethical considerations, laws, guidelines and approaches, you should be in a better position to make good choices and deal well with any ethical dilemmas you may face in the future. | **Spoken Text:** |
| **Written Text:** | **Written Text:** | **Written Text:** |
| **Music/Sounds: Restaurant** | **Music/Sounds:** | **Music/Sounds:** |
| **Music/Sound Credit:** | **Music/Sound Credit:** | **Music/Sound Credit:** |
| **Effects:** | **Effects:** | **Effects:** |

|  |  |  |
| --- | --- | --- |
| **Image Description/Drawing: 10.** | **Image Description/Drawing: 11.** | **Image Description/Drawing: 12.** |
| **Image Credit:** | **Image Credit:** | **Image Credit:** |
| **Spoken Text:** | **Spoken Text:** | **Spoken Text:** |
| **Written Text:** | **Written Text:** | **Written Text:** |
| **Music/Sounds:** | **Music/Sounds:** | **Music/Sounds:** |
| **Music/Sound Credit:** | **Music/Sound Credit:** | **Music/Sound Credit:** |
| **Effects:** | **Effects:** | **Effects:** |

**Ethical Guidelines for Writing Script Draft--Writing Module**

approx run time 2 mins, 10 sec

1. TITLE SCREEN

2. OVERVIEW

The information age has provided us with many benefits and challenges when it comes to writing. It is easy to find yourself in an ethical dilemma, which is a situation where it’s unclear what is right or wrong. This section helps you to develop your awareness around ethical writing so you can aim to stay on the side of what’s considered good and right, instead of bad or wrong.

3. PLAGIARISM

The first ethical issue many writers tackle is plagiarism, which is passing off the work or ideas of someone else as your own. Here we look at some high-profile examples as well as ways to stay off the plagiarizer’s path.

4. COPYRIGHT AND CREATIVE COMMONS

As a writer, it’s important also to be aware of the various laws and licences that help protect intellectual property. We delve into copyright and Creative Commons here respectively.

5. ACCESS TO INFORMATION AND RECORDS MANAGEMENT

As people who work in organizations there’s a high likelihood that we may have access to peoples’ personal information or records. In this section we look at some of the privileges and responsibilities about how can treat this information professionally including ethically.

6. CODES OF CONDUCT

We also look at what policies and procedures are in place regarding codes of conduct, which can be found in most organizations via Human Resources.

7. WRITING RESPECTFULLY

Finally, we look at how writing in a respectful way can help keep us on the ethical and good communication path by balancing courtesy, professionalism and conciseness.

8. REVIEW

By delving deeper into these ethical considerations, laws, guidelines and approaches, you should be in a better position to make good choices and deal well with any ethical dilemmas you may face in the future.

9. CLOSING SCREEN

