Information Ethics Tools

MOVE Ethical Decision-making Model

Consider each of the following before going through with your decision:
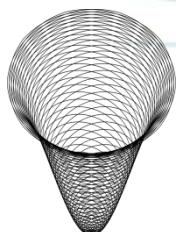
M – Motivation

Test the motivation of your heart. Ask yourself: Why am I doing this? Is it because of selfish needs or negative feelings like fear? Then stop. If you are motivated by something that is good, just, fair, or if you are acting out of integrity, respect or professionalism, then continue.

O – Opportunities vs. Risks

Identify the opportunities and risks of going through with your idea for yourself and for other people who will be influenced by your actions (stakeholders). Check to see if opportunities and risks are fairly distributed among stakeholders. In other words, some stakeholders should not be exposed to most of the risks if others are mostly going to benefit from the opportunities. If the balance seems fair, continue.

V – Vortex

A vortex is the movement water makes when it drains out of a basin, pulling all the water out. What would happen if your action caused a vortex effect and pulled everyone in the world in the same direction, in other words: What would the world look like if everyone in a similar situation made the same decision you are making? Would you like to live in that world? If yes, continue.

E – Effects

What will the effects of your decision/action be? Try to put the effects your decision will have on different stakeholders into numbers. Example: Number of people, jobs, page views, etc. Do the numbers paint a good picture? If yes, continue.

RISE Principles to guide your actions when you are online			
R	**I**	**S**	**E**
Responsibility	**Integrity**	**Security**	**Equality**
Be responsible in everything you do and say online. Once something is on the Internet it is hard to get rid of it again.	Maintain ethical wholeness by sticking to your offline moral values when you are online.	The Internet is a wonderful tool but there are dangers to privacy and security. Be safe by following the guidelines on the back of this page.	Treat people and their differing views with equal respect. Promote equality by helping others to learn how to use the Internet.

Online safety and security basics

Be safe on the Internet by using the checklist below and being careful with your passwords.

	Privacy and Safety
✓	Check the privacy settings of every Social Media Platform you use. The default settings of some are on the lowest level of privacy, so everything you post will be completely open to the public.
✓	As a general rule for beginners, it is better to turn off your location settings on your mobile device before going online. It is generally safer to not include your location to Tweets and photo uploads.
✓	Take control of who can see what you post online by checking your privacy settings regularly, blocking people who make you uncomfortable and declining friend requests from people you do not know.
✓	Check your search settings on the search engine you use. It is best to put it on SafeSearch – especially if children will also be using the computer.
✓	Regularly run security software. For free programs or trials try any of the following: www.avg.com, www.avast.com, www.bitdefender.com, www.avira.com, za.norton.com, www.immunet.com, home.mcafee.com
✓	Google yourself. You need to see what other people see when they search you on the Internet. It could give you an idea of which privacy settings you need to review.
✗	Never enter your personal details, credit card information or attempt to do online banking on a web page that starts with **http://** . Instead look for **https://** - these are secure websites.
✗	Never click on a link within an e-mail that you do not trust or that is supposed to redirect you to a secure website. Never fill in personal details on a web page that opens from a link in an e-mail.

	Passwords
✓	Use eight characters, including "UPPERCASE" and "lowercase" letters, numbers (1234567890)and symbols (!@#$%^&*_+=:;"'<>,.). Example: IloveGoing2TheSea!
✓	Replace words in the password with letters or sms style icons. Example: I<3Going2TheSea!
✓	Use a different password for every website and make sure you "log off" or "sign out" completely after using an account (like Gmail).
✓	Change your passwords regularly
✗	Do not use any of the following as your password: Your real name or surname, your username, your birthday, your telephone number, "password", "123456", or "qwerty".
✗	Do not let websites save your passwords, especially if you are using a computer that someone else is using as well.
✗	Do not send your password to yourself or someone else using e-mail or instant messaging (like WhatsApp).

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