

ASSESSMENT # 3

Total Marks: 30

Answer the following questions:

Q: 1: Short Questions (15)

- I. What is Ergonomics?
- II. Outline the points that should be remembered when using a computer.
- III. Describe the policy statement for internet/intranet browser(s).
- IV. What is a System Usage Policy?
- V. Describe the policy of confidentiality on electronic mail.

Q: 2: Discuss some policies for dealing with company property. (7)

Q: 3: Describe the ownership of and access to Electronic Mail, Internet Access and Computer Files. (8)