

LYNDA.COM - PRIVACY INFORMATION

Western Port Secondary College uses *Lynda.com* in the classroom as part of our teaching and learning program. *Lynda.com* is an internet-based service provided by LinkedIn for educational purposes only. *Lynda.com* is an online library of instructional videos and courses, primarily in the areas of technical, creative, business and 'soft' skills.

Lynda.com includes the following online services:

Lynda.com ('online services')

1. Lynda.com library and courses

Terms and conditions

Lynda.com online services Website Use Policy and privacy information can be found by clicking on the links opposite:	https://www.lynda.com/aboutus/website-use-policy
	https://www.lynda.com/aboutus/otl-privacy.aspx

Lynda.com access to specific personal information of your child

Access to the Department's *Lynda.com Campus* will be through the Department's *Office 365 for Education* authentication service. To enable your child to sign-on and access these online services as part of our schools teaching and learning program, *Lynda.com* requires access to your child's Department of Education & Training username, first and last name, year level and school.

You may request that our school not provide this information to LinkedIn, and opt-out your child from using *Lynda.com*. As a result, your child will not have access to the online services and alternate arrangements for allocating work will be made.

Parental access to Personal Information

The Department of Education and Training's ('Department') use and handling of your child's personal information is governed by the *Privacy and Data Protection Act 2014 & Health Records Act 2001 (Victoria)*. You can access personal information held by the Department about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014*.

LinkedIn's Website Use Policy and Privacy Policy provides further information on how LinkedIn may use your child's personal information.

Access to *Lynda.com* is age restricted to over 13 years.

Providing a safe online environment

Use of online services will be subject to classroom supervision during school hours. Students should report unacceptable behaviour, and a nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Office of the Children's eSafety Commissioner website: <https://esafety.gov.au/>

In addition, staff at our school have been advised that the use of *Lynda.com* is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff do not upload your child's personal, sensitive, health; or security classified information into *Lynda.com*.

Student responsibilities when using online services

When using *Lynda.com*, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

Purpose of this Privacy Information and opt-out form

The purpose of this Privacy Information and opt-out form is to set out Privacy Information related to *Lynda.com*, and explain:

- you are able to opt-out your child from using the service at any time by written notification to the school.
- how your child's personal information will be collected, used, disclosed and managed.
- that if the school determines that the personal information, or the online services are no longer required or relevant, the use of the personal information and/or the online services will cease.

Should you wish to opt-out your child from using *Lynda.com*, please complete and return the slip provided at the back of this form. As a result, your child will not have access to the online services and alternate arrangements for allocating work will be made.

LYNDA.COM - OPT-OUT FORM

I wish to opt-out my child, of grade/year
from using Lynda.com. As a result, I understand my child will not have access to the online
services and alternate arrangements for allocating work will be made.

Parent / Guardian Signature

Parent / Guardian Name

Date