# Image result for lynda

INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, Lynda.com and advice in relation to its safe and responsible use.

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**What information needs to be collected?**

* Name, year level, home group and school.
* Student’s Department username and password.

**Why is this information needed?**

* To control access to the online services.
* To prevent unauthorised access to student’s work.

**When could this information be accessed by others?**

* By support staff to fix issues.
* Where required by law.
* Never for advertising or marketing purposes.

**For more details on Lynda.com visit:**

<https://www.lynda.com/>

**Lynda.com is an internet based online learning service. It provides students with access to a library of over 209,200 unique ‘how to’ videos covering a range of software products across three areas – business, creative and technology skills.**

To provide these online learning services, the Department has subscribed to Lynda.com Campus.

The online services offered by Lynda.com may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

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|  | What are the benefits of this service for students? |
| * Teaches students to be ‘digital citizens’ through the use of an online system.
* Provides access to videos to support learning business, creative and technology skills.
* Enables students to develop knowledge, skills and discover learning paths that can support their career goals.
* Facilitates the ability to learn skills and knowledge outside of immediate schoolwork.
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|  | What information is collected by Lynda.com? |
| * Student’s name, year level, home group and school.
* Access to Lynda.com is managed through Microsoft Office 365, and student usernames and passwords are never passed onto Lynda.com. Usernames and passwords are managed by the Department’s access management system which is administered by your school.
* Student’s data is stored in data centers located in the United States of America.
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| How can you help protect your student’s information?Whilst your school manages student’s access to Lynda.com using the username and password from the Department’s access management system, there are some things that you can do to help keep their information safe. |
|  | **Remind** them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.  |
|  | **Talk** about appropriate uses of technology at school and at home. **Remind** them that anything uploaded to online services can potentially be viewed by others. |
| In rare cases, Lynda.com’s technical support team may have access to information stored in Lynda.com.  |
|  | Please note that **Lynda.com will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Lynda.com support, contact your school immediately. |
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|  | **Example information students can safely put online** |
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| * Class presentation.
* Conversations about classwork/assignments.
* School related contact details.
* Class related media – i.e. videos, photos.
* Whiteboard notes.
* Emails between students on school work.
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|  | **Example information students should always be cautious of putting online**  |
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| * Personal mobile or home phone number.
* Personal photographs and video clips unrelated to schoolwork.
* Other student’s private information.
* Health information.
* Bank details.
* Home address.
* Information on racial or ethnic origin.
* Religious beliefs or other opinions.
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**ONLY complete the section below if you DO NOT want your child to have access to this online service.**

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| Lynda.com - Opt-Out FormIf upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything** for your child to have access to this service. |  |
| I **DO NOT** wish for my child to have access to Lynda.com and understand that alternative arrangements for work will be made. |  |
| **StudentName**: **Name:** | **Parent / Guardian Signature:** |
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| **Home room:Home** **room:** |  |
|  | **Parent / Guardian Name:** |
| **Date:Date:** |  |
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