

LinkedIn Learning Sub Administrator and Curator- User Agreement

This user agreement is intended to outline the responsibilities of those University of Oregon individuals who have sub administrator or content curator access within LinkedIn Learning, the University's eLearning provider.

Users under this agreement are expected to be familiar with and adhere to all applicable University policies and procedures as well as generally accepted standards of professional and ethical behavior in their conduct when utilizing the LinkedIn Learning system. The absence of a University practice or instruction covering a particular situation does not relieve an employee from acting ethically. Employees with questions about a particular situation should consult their supervisor or their primary contact within University Human Resources Learning and Development or the University Career Center for their use of LinkedIn Learning.

LinkedIn Learning sub administrators or content curator access and permissions under this agreement are granted only for the purpose of performing the specified roles with assigned Groups.

Users agree to the following to maintain access:

- Accurately acknowledge, attribute and cite resources.
- Reporting expectations- only provide reports to approved individuals and for approved groups.
- Maintain up to date and accurate training materials. All content and courses are to be reviewed bi-annually.
- Notify LinkedIn Learning Administrative Team when access is no longer needed due to transition or change in role through the [Access Termination Form](#).
- Use outlined naming conventions to name Groups and Courses
- Use defined "Skills" and "Tags"
- Complete ongoing best practices training for specified role as assigned in LinkedIn Learning.

UO Code of Responsibility for Security and Confidentiality of Records and Files

Security and confidentiality are matters of concern to all University employees and to all other persons who have access to administrative records, education records, reports, or any other confidential or privileged documents or information. The purpose of this code is to clarify responsibilities in these areas. Each individual who has access to confidential or privileged information is expected to adhere to the regulations stated below:

Any person who has access to administrative records, education records, reports, or any other confidential or privileged documents or information, may not:

- Reveal the content of any record or report to anyone, except in the proper conduct of his or her work assignments and in accordance with University policies and procedures.
- Make or allow any unauthorized use of information.
- Include false, inaccurate or misleading entry in any report or record.
- Expunge a data record or a data entry from any record, report or file.
- Share individual passwords with any other person.
- Seek personal benefit or allow others to personally benefit from the knowledge of any confidential or privileged documents or information.
- Remove any original or copy of an administrative record, education record, report, or any other confidential or privileged document, from the office where it is maintained, except in the performance of official duties and authorized by law.

HUMAN RESOURCES, LEARNING AND DEVELOPMENT

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Any knowledge of a violation of this code must be reported immediately to the violator’s supervisor or the Dean of Students. Violations may lead to disciplinary action, including dismissal. Violations may also lead to criminal and civil liability.

Adding your signature below indicates that you have read, understand, and will comply with the above user agreement, expectations and Code of Responsibility for Security and Confidentiality of Records and Files. This agreement shall be effective when signed below or in counterpart, photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink-signed original. Annual renewal is required.

Type or print your first and last name

Signature

Date

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