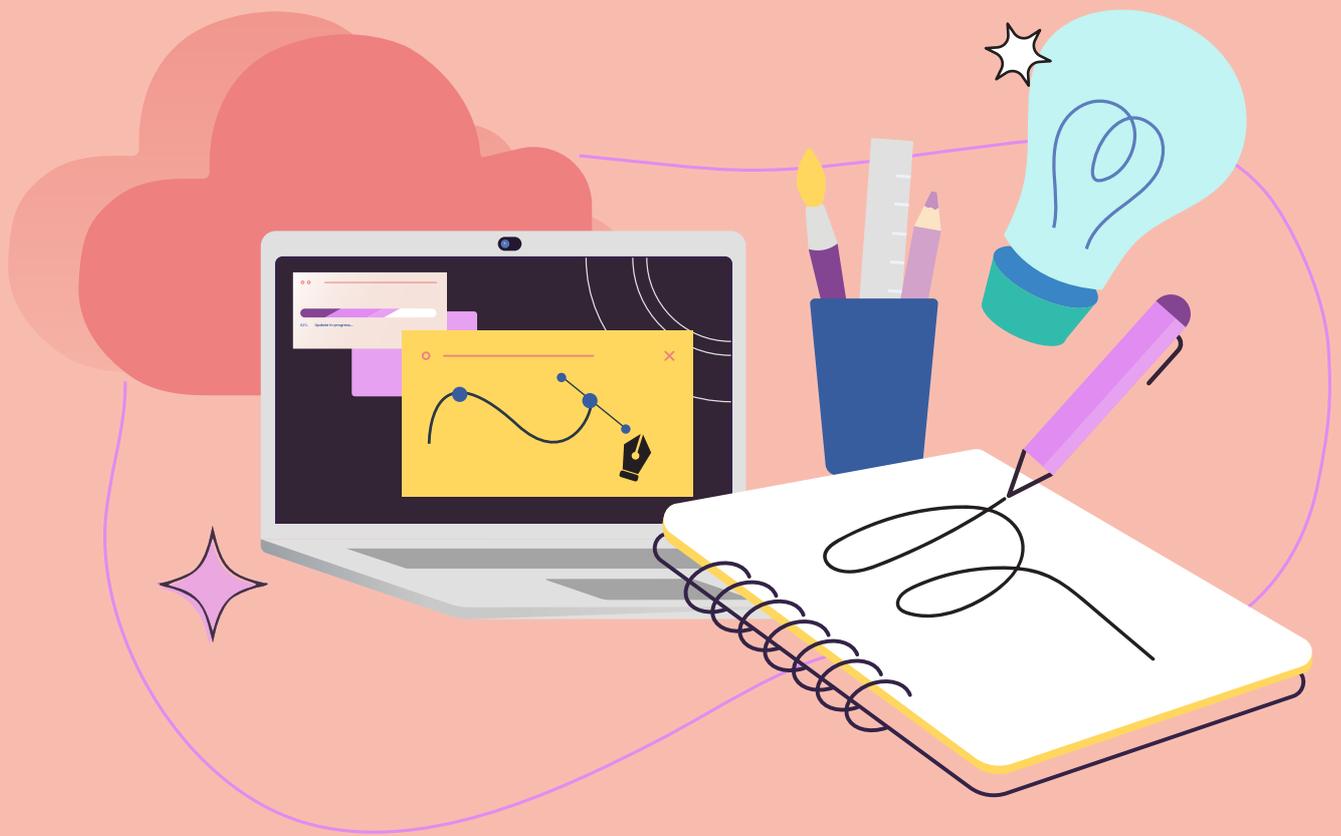# Adobe
Creative Cloud

Information for Parents and Carers

Arc

Adobe Creative Cloud

Information for Parents and Carers

This guidance is for parents and carers of students who are using the Victorian Department of Education's (the department) provision of Adobe Creative Cloud.
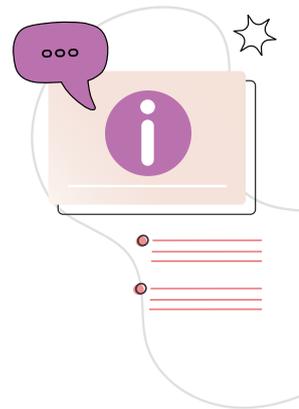
What is Adobe Creative Cloud?

Adobe Creative Cloud is a suite of creative digital tools that can be used across a range of teaching and learning areas to create content in range of mediums including photography, graphic design, video, audio and more.

Adobe Creative Cloud products:

- Adobe Photoshop
- Adobe Photoshop Express
- Adobe Illustrator
- Adobe InDesign
- Adobe Bridge
- Adobe Acrobat Pro
- Adobe Dreamweaver
- Adobe Animate
- Adobe Premiere Pro
- Adobe After Effects
- Adobe Audition
- Adobe Media Encoder
- Adobe Fresco
- Adobe Character Animator
- Adobe InCopy
- Adobe Lightroom
- Adobe Lightroom Classic

For more information visit the Adobe Creative Cloud page on **Arc**.

Privacy information and personal data collection

What personal information will be collected and why?

Adobe Creative Cloud collects and uses information about students to register them as users and to allow your child to use the system safely and effectively. The following table tells you what information is collected and why.

Whose and what information	Why this information is collected
Student first name	To gain access
Student last name	To gain access
Student email address	For assessment
Student created content	For assessment

In addition to the above, where appropriate and permitted or required by law, school staff or service providers may access information for other purposes e.g. for the provider to provide technical support.

How does the department and your school protect personal and other information?

We will ensure that information is handled in accordance with the school's policies including: **Schools' Privacy Policy, Cybersafety and Responsible Use of Digital Technologies Policy** and **Digital Learning in Schools Policy**. These detail how we expect online learning systems, including Adobe Creative Cloud, to be used at school and at home.

We will manage your child's information, including how it is stored and how long it is kept, in **Learning in Schools Policy**. These detail how we expect online learning systems, including Adobe Creative Cloud, to be used at school and at home.
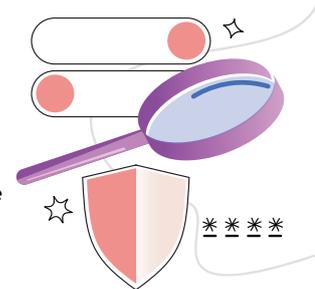
We will manage your child's information, including how it is stored and how long it is kept, inaccordance with the department's **Record Management Policy** for schools.

We will help your child to use Adobe Creative Cloud safely by providing them with technical support or any other assistance that they require. You can assist by having conversations with your child about eSafety and ensuring that your child is comfortable raising any issues with you and their teacher. Your schools' student **Acceptable Use Agreement** can support this conversation.

We recommend that parents and carers monitor their child when learning from home and contact the school if they have any concerns related to the use of Adobe Creative Cloud. Information about how Adobe handles personal information can be found in their **privacy policy**.

Data location
Adobe Creative Cloud stores your child's data on servers in Tokyo, Japan.

Safety

How is my child protected when using online products?

The department ensures that the use of digital technologies in schools supports and enables student learning, and is safe, balanced and appropriate.

Students will not receive advertising or marketing material through their Adobe Creative Cloud account. Students will not be contacted directly by Adobe Creative Cloud. Should you or your child be contacted by someone claiming to be from Adobe Creative Cloud, you should contact your child's school immediately.

How can you help protect your child's information?

- Remind your child to keep their password safe and not share it with others.
- Talk about appropriate use of technology at home and at school.
- Remind your child that anything uploaded to Adobe Creative Cloud may be viewed by teachers.

Students can safely share and save school related work. This includes:

- class presentations
- conversations about classwork or assignments
- school related contact details
- class related media – videos, photos, audio, document files
- whiteboard notes.

Students should not share personal or sensitive information about themselves or other students or their teachers online. This includes:

- personal mobile or home phone numbers or home address, including that of other students
- personal photographs and video clips unrelated to schoolwork
- sensitive information, such as health details, including that of other students
- bank account details
- information that could be used to discriminate against the student or another including information about racial or ethnic origins and/or religious beliefs.

We encourage parents and carers to visit the **eSafety Commissioner website** where there is helpful advice for parents to ensure their children have safe, enjoyable experiences online.

What if you have questions?

You do not need to do anything for your child to have access to Adobe Creative Cloud. However, if you have any questions or concerns regarding your child using Adobe Creative Cloud or you do not want your child to participate, please contact your child's school to discuss your options.

Overview of Adobe Creative Cloud products

Adobe Photoshop
A digital photo editing and design tool that can be used to create and edit photos, graphics and illustrations.

Adobe Photoshop Express
An "express" digital photo editing tool that can be used to quickly edit images on mobile and tablet devices.

Adobe Illustrator
A graphic design application that can be used to create illustrations and logos.

Adobe InDesign
A page design application that can be used to produce a variety of publications including brochures, posters, digital magazines and interactive PDFs.

Adobe Bridge
An asset management application that users can use to visualise and organise their creations across Adobe products.

Adobe Acrobat Pro
A complete PDF editing application. Users can create, edit and view PDF documents.

Adobe Dreamweaver
A website creation application that enables users to design, code and publish websites.

Adobe Animate
An animation creation application. Users can design interactive animations for infographics, games, apps and the web.

Adobe Premiere Pro
A video editing and design tool that can be used to create and edit video content for film, tv shows and commercials etc.

Adobe After Effects
An animation tool designed specifically to create and edit motion graphics and visual effects.

Adobe Audition
A digital audio application that can be used to create, design and mix audio content.

Adobe Media Encoder
An encoding application for a variety of Adobe applications that allows users to ingest and transform media into alternate digital formats.

Adobe Fresco
A drawing and painting application primarily for use on touch devices, that can be used to create digital art.

Adobe Character Animator
An animation creation application that allows users to efficiently and quickly create digital character animation using motion capture technology.

Adobe InCopy

A collaboration tool that allows users to work on documents at the same time. Users can edit, track changes and change the layout of a document in real time.

Adobe Lightroom

A cloud-based photo editing and design tool.It can be used to create and edit photos, graphics and illustrations. It also allows users to access their content across multiple devices.

Adobe Lightroom Classic

A photo editing and design tool that is optimised for desktop, with the key difference to Adobe Lightroom being that this application uses local device storage only.