

## **AISWA Terms and Conditions - Webinar Professional Learning Event**

NB: Cancellation fees may apply to Webinar PL Events as per the AISWA Terms and Conditions for registering (below). Please note all Terms and Conditions.

### **Webinar Terms and Conditions**

Webinar attendance conditions:

1. **Attendance records:** When registering for a PL Webinar event, participant attendance will be recorded by AISWA. However, AISWA does not pass this data to the TRBWA on your behalf. It is each participant's responsibility to download a copy of the PL Webinar information (including PL hours) for their own records.
2. **Access:** For a paid AISWA-hosted webinar, access will be denied for any person not pre-registered. The correct PL event registration process, via the AISWA website, remains mandatory for paid events. Only registered users will be provided access to the link for a paid webinar PL.
3. **PL hours:** PL hours are recorded after the event. Participants must join the webinar using their given names to confirm online attendance. For *members only*, the full record of attendance will be visible *to the attending member's school*. However, webinar attendees should note that their name will be visible to all other attendees during the webinar (the participants list is a virtual 'sign in sheet').
4. **Privacy disclaimer:** AISWA professional learning events may be live-streamed, photographed, or video or screen-recorded by AISWA for on-line learning and promotional purposes including social media. By registering, an attendee acknowledges that any photographs and video records captured of themselves at this event are automatically made freely accessible to AISWA and that AISWA, in turn, may use the photographs or video for its own marketing purposes. The attendee waives any rights, claims or interest they have over the control or professional use of the photographs or videos taken by AISWA, including the right to royalties or other compensation, in perpetuity.

The attendee retains their right to privacy on the condition that they have taken the personal responsibility to inform the organiser of their choice to be excluded from any visual/audio records at an event, prior to the event. The attendee understands that accommodating this wish may include AISWA taking such measures as changing seating arrangements at in-person or live-streamed events and video/audio turned off during webinars.

By ticking the 'Privacy Disclaimer – Records of Events' checkbox to proceed with registration the user acknowledges:

- their understanding of the standard AISWA 'Privacy Disclaimer – Records of Events' T&Cs,
  - their right to make choices related to personal privacy at AISWA events, and
  - their responsibility to inform the event organiser, in writing, prior to the event when withdrawing consent for the standard T&Cs.
5. Attendee swaps: A webinar can be attended by another school member in place of the person registered. This must be declared to the webinar organiser. For a paid PL, the attendance will be recorded in the name of the original registree and will be visible to the school as such (for school accounting purposes).
  6. Public webinar links: AISWA may occasionally publish the webinar link for a free AISWA-hosted webinar on the PL Event outline page, and/or by email or social media. The link is in the public domain, and easily shared. Only members that have officially registered via the AISWA website will have their PL attendance recorded and made visible to their school administration.
  7. IT Acceptable Use: Compliance with the terms of the [AISWA IT Resources Acceptable Use Policy](#) is a requirement when enrolling for AISWA Webinar PL events. (see below)

#### Payment Conditions:

8. Price includes GST.
9. Payment: All transactions are cashless. All participants can pay online via credit card. This is the only option for non-member guests. Registration is confirmed when payment is received. Member school participants may elect for their school to be invoiced for payment. Invoices will be processed by AISWA after the permitted cancellation date. No payment will be accepted on the day. It remains the school's responsibility to advise AISWA if a member leaves the school or has not been approved to attend the PL Event. The school is responsible for any fees associated with the PL Event registration.
10. Where to cancel: Cancellations will only be accepted via this website. Please refer any issues to the event organiser as displayed on the event listing in the PL Calendar.
11. Cancellation without penalty: Cancellation without charge is accepted up to, and including, the 'cancellation permitted' date listed for each PL Event. Cancellations will only be accepted via this website. Please refer any issues to the event organiser as displayed on the event listing in the PL Calendar. Webinar PL Events usually offer up to 1-3 business days' notice for cancellation.
12. Late cancellation: Cancellation after the 'cancellation permitted' date, or failure to attend, incur the full PL Event fee charge. (Exceptional circumstances will need approval by the Executive Director.)

13. External presenter cancellation: For webinar events run by external presenters, please check your registration notification and the event details for cancellation details.
14. AISWA cancels webinar event: Insufficient registrations, or an unavailable presenter, may require AISWA to cancel a PL webinar. AISWA reserves the right to cancel the webinar up to the date of the webinar. Attendees will be notified by email as soon as possible. Any payment received before that cancellation notification will be refunded.
15. Free event non-attendance: A non-attendance fee of up to \$25 may apply if AISWA incurred significant costs, such as presenter costs or materials preparation, for this webinar event.

### **AISWA IT Resources Acceptable Use Policy - External Users**

The [IT Resources Acceptable Use - External Parties](#) defines the standard of acceptable use of AISWA IT resources and applies to all visitors of AISWA and external users who may need to use AISWA computing equipment and/or resources.

### **AISWA Website and AISWA Business Communications Platform Terms and Conditions**

This Website and AISWA's Business Communications Platform (BCP) MS Teams may be used only for lawful purposes relating to the Association of Independent Schools of WA (AISWA). AISWA specifically prohibits any use of the Website or the Teams BCP, and all users agree not to use the website or Teams BCP, for any purposes other than designated by AISWA, including but not limited to:

1. Using any device, software or routine to interfere or attempt to interfere with the proper working of this website or Teams BCP or any activity being conducted on this website or Teams BCP.
2. Taking any action that imposes an unreasonable or disproportionately large load on this website or Teams BCP infrastructure.
3. If you have a password allowing access to the non-public area of this website or Teams BCP, disclosing to or sharing your password with any third parties or using your password for any unauthorised purpose.
4. Using or attempting to use any engine, software, tool, agent or other device or mechanism (including without limitation browsers, spiders, robots, avatars or intelligent agents) to navigate or search this website other than the commonly recognised search engine and search agents, and other than generally available third party web browsers (e.g., Firefox, Safari, Chrome, Edge or Internet Explorer ).
5. Attempting to decipher, decompile, disassemble or reverse engineer any of the software comprising or in any way making up a part of this website or Teams BCP.

6. Aggregating, copying or duplicating in any manner any of the website or Teams BCP content or information available from this website or Teams BCP.
7. Framing of or linking to any of the website or Teams BCP content or information available from this website.
8. The storage of information, data, or files related to pornography, gambling, alcohol, weapons, or software or other intellectual property piracy.
9. Participating in a denial-of-service attack against this website or Teams BCP or against any other web site or computer environment by using this site.
10. Collecting or attempting to collect any information of others, including passwords and account or other information, or providing to or transmitting through this website or Teams BCP any material that is unlawful or violates the rights of others.
11. Engaging in any screen scraping or data acquisition and consolidation.
12. Copying or adapting the HTML, ASP.NET, VB.NET, XML, JavaScript or any other dynamic code that AISWA creates to generate any website content or the pages making up this website.
13. Infringing the intellectual property rights of others in any way.
14. Making any unauthorised commercial use of this website or Teams BCP.
15. Using members' contact details for any purpose other than for the purpose of this website or Teams BCP.

#### Site Security Rules

16. Users are prohibited from violating or attempting to violate the security of this website or Teams BCP, including, without limitation, (a) accessing data not intended for such user or logging into a server or account which the user is not authorised to access, (b) attempting to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without proper authorisation, (c) attempting to interfere with service to any user, host or network, including, without limitation, via means of submitting a virus to this website, overloading, "flooding", "spamming", "mailbombing" or "crashing", or (d) forging any TCP/IP packet header or any part of the header information in any e-mail or newsgroup posting.
17. Violations of network security may result in civil or criminal liability. The company will investigate occurrences that may involve such violations and may involve, and cooperate with, law enforcement authorities in prosecuting users who are involved in such violations.

## User risk and responsibility

18. Your use of this website or Teams BCP is at your sole risk. These are provided on an "as-is" and "as available" basis. AISWA reserves the right to restrict or terminate your access or any feature or part thereof at any time without notice.
19. You are solely responsible for the data and information that you input or upload to the website or Teams BCP, including but not limited to your personal information. You represent and warrant that the information submitted by you through this website or Teams BCP is your own information and is complete, accurate and truthful, and you agree to hold AISWA and its officers, directors, members, employees, agents, and representatives harmless from any claims arising out of your information submitted to this website or Teams BCP that is inaccurate or untruthful.