

AISWA Terms and Conditions – In Person Professional Learning Event

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

In Person Event Terms and Conditions:

On-site attendance conditions:

1. **Health and safety:** Please consider your health and the health of others and cancel attendance if unwell. (See Payment Conditions 13.)
2. **Attendance records:** When registering for a PL 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 Event information (including PL hours) for their own records.
3. **PL hours:** PL hours are recorded after the event. Participants must sign-in, as instructed on the day, to confirm attendance. For members only, the full record of attendance will be visible to the attending member's school after the event.
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 during PL events, 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: An event can be attended by another school member in place of the person registered. However, the attendance will be recorded in the name of the original registree and visible to the school as such.
6. Walk Ins: Any attendee who is not pre-registered (i.e. on the list of attendees) MUST speak with AISWA staff immediately on arrival. If a place in the PL is available, correct registration process must be followed (to accept the T&Cs).
7. IT Acceptable Use: Compliance with the terms of the [AISWA IT Resources Acceptable Use Policy](#) is a requirement when enrolling for AISWA PL events. (see below)
8. Internet Use: Compliance with the terms of the AISWA Internet Use (External Users) Policy is a requirement when enrolling for AISWA PL events. (see below)

Payment Conditions:

9. Price: includes GST.
10. 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.
11. Cancellation without penalty: Cancellation without charge is accepted up to, and including, the 'cancellation permitted' date listed for each PL Event. In-person PL Events usually offer up to 3 business days' notice for cancellation.
12. 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](#).
13. Late cancellation: Cancellation after the 'cancellation permitted' date, or failure to attend, incurs the full PL Event fee charge unless health-related.
14. External venue cancellation: For events run at external venues, please check your registration notification and the event details for cancellation details.
15. AISWA cancels PL Event: Insufficient registrations or an unavailable presenter may require event cancellation. AISWA reserves the right to cancel the event up to the 'close of registration' date. Attendees will be notified. Payments received before that date will be refunded.
16. Impact of cancellation: Registrees should be aware that flights or accommodation bookings may be impacted by an Event cancellation. AISWA will give advance notice of AISWA-initiated cancellations but accepts no responsibility for management of bookings.

17. Free events non-attendance: a non-attendance fee of \$25 may apply if AISWA incurred costs, such as presenter costs or materials preparation.

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 Terms and Conditions

This Website 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, and all users agree not to use the website, 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 any activity being conducted on this site.
2. Taking any action that imposes an unreasonable or disproportionately large load on this website's infrastructure.
3. If you have a password allowing access to the non-public area of this Website, 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.
6. Aggregating, copying or duplicating in any manner any of the website content or information available from this website.
7. Framing of or linking to any of the website 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 site 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 site 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.
15. Using members' contact details for any purpose other than for the purpose of this website.

Site Security Rules

16. Users are prohibited from violating or attempting to violate the security of this website, 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 site is at your sole risk. The site is provided on an "as-is" and "as available" basis. AISWA reserves the right to restrict or terminate your access to the site 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, including but not limited to your personal information. You represent and warrant that the information submitted by you through this website 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 that is inaccurate or untruthful.

AISWA Internet Acceptable Use Policy - External Users

AISWA Internet Use Terms and Conditions

1. Internet systems are the property of AISWA. The organisation reserves the right to monitor sites/addresses visited by internal and external parties for any purpose related to maintaining the integrity of the network or the rights of the organisation or other users or for any other reasonable purpose.
2. All users should be aware that any information, software, or graphics on the Internet may be protected by Copyright Law regardless of whether a copyright notice appears.
3. Internet access should be conducted in a responsible and professional manner reflecting the organisation's commitment to honest, ethical and non discriminatory practice. Any use that violates Commonwealth, State law or regulation is expressly prohibited.
4. The use of AISWA's internet connection to access, transmit, store, display, or request obscene, pornographic, erotic, racist, sexist or other offensive material (including messages, images, video, or sound) is prohibited. Any use that is deemed to adversely affect or otherwise bring into disrepute the organisation is prohibited.
5. External parties must only use the logon ID and password as provided by the Information Technology Network and Office Systems Administrator. They are then responsible for all activity on their logon ID and must report any known or suspected compromise of their ID to the Information Technology Network and Office Systems Administrator. Unauthorised attempts to circumvent data security schemes, identify or exploit security vulnerabilities, or decrypt secure data are prohibited.
6. Knowingly or recklessly running or installing (or causing another to run or install) a program intended to damage or place an excessive load on a computer network is viewed as a very serious offence and is prohibited.
7. Forging the source of electronic communications, altering system data used to identify the source of messages or otherwise obscuring the origination of communications is prohibited.
8. AISWA will not be responsible for the misuse of the Internet or electronic mail by any external parties.