

AISWA PL Event Terms and Conditions – GENERAL

These are *general* AISWA PL Event Terms and Conditions (T&Cs) and should be read in conjunction with the event-specific T&Cs published in each event outline.

AISWA now offers 3 types of PL Events. These are:

- IN PERSON,
- WEBINAR, organised and/or delivered by an AISWA consultant usually via *Teams*,
- ON DEMAND, asynchronous via an *AISWA Online* course.

Each type has event-specific T&Cs determined by the way it is conducted. By registering for an event, a participant is accepting the **event-specific T&Cs** and the **IT Acceptable Use policy published in each event's outline**, as determined by its type.

1. HEALTH and SAFETY

For the health and safety of all attendees at all in-person events the following now applies for **IN PERSON PL EVENTS**:

- All attendees at AISWA in-person events from 1 February 2022 must be fully vaccinated against COVID 19. Evidence of full vaccination must be produced when requested. Thank you.

2. PRIVACY DISCLAIMER – RECORDS OF EVENTS

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. Privacy will always be accommodated on the condition that the attendee has 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 having video/audio turned off during a webinar Event.

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 and prior to the start of the Event, when withdrawing consent for the standard T&Cs.

3. PAYMENT

- Price includes GST.
- All transactions are cashless. All participants can elect to pay online via credit card.
- Non-member registrations are not confirmed until credit-card payment is received.
- Participants from member schools may elect for their school to be invoiced. Schools will be sent an invoice by AISWA after the permitted cancellation date has passed and payment will not be accepted on the day. As your school has approved your access to this site it remains the school's responsibility to advise AISWA if you leave the school or have not been approved to attend the PL. The school is responsible for any fees associated with the PL courses for which you have registered.

4. ATTENDANCE

- Attendance: Participants must sign-in at the event, via the method appropriate to the PL event type, to confirm their attendance.
- Attendee swaps: These may or may not be acceptable, depending on event type. Please refer to the event-specific T&Cs.
- Unregistered attendance: Participants who walk in to an event (or join a webinar) without pre-registering may be accepted at the discretion of the event organiser (for example, if there is space and/or the event contents is suitable). The AISWA event organiser must be informed of the non-registration so that the correct registration process can be performed (as registration requires the OSH check and acceptance of the T&Cs).

5. RECORD of ATTENDANCE

- Members: By registering via the member area, a participant's PL hours will be recorded by AISWA in line with Teachers Registration Board (TRB) requirements. This record will be available only to the member's school administration for school accounting purposes.
- All PL participants: AISWA does not pass on any PL Event attendance data to the TRBWA on a participant's behalf. It is the participant's responsibility to download a copy of the PL content and the associated hours for their own record and to provide to the TRB if required. The PL Event 'confirmation email' is the usual method for this.

6. CANCELLATION BY PARTICIPANT

- Not all events permit cancellation. Please read the published event-specific T&Cs.
- Cancellation without charge will only be accepted via this website. If permitted, a cancellation must be done before the published '*cancellation permitted*' date. Please contact the event organiser (as displayed on the event listing in the [Professional Learning calendar](#)) only if *exceptional circumstances* for late cancellation or non-attendance prevail. The organiser must then seek approval from AISWA Executive Director.
- Cancellation fees will apply to all PL courses as per the event-specific T&Cs for registering, such as the published *cancellation-permitted* date. Some events/courses may not offer any cancellation option.
- For PL events *run at AISWA* (in-person), 3 business days' notice for cancellation is usually published. Please check event details.
- For events run at *external venues or online*, please check your registration notification and the event details for cancellation details.

7. CANCELLATION BY EVENT ORGANISER

- 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.
- 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.

8. FREE EVENTS

- Where PL events are listed as free, there may still be costs incurred by AISWA in offering the PL event. For free events, a non-attendance fee of \$25 *may* apply.

9. USING AISWA IT RESOURCES

- Compliance with the terms of the *AISWA IT Resources Acceptable Use Policy* is a requirement when enrolling for AISWA PL events.
- Each event type has **event-specific conditions**. Although similar in nature to each other and to the content below, **they refer to specific platforms and communications systems used in those event types**. These can be read online (via the link provided on the PL event registration page) or downloaded as a PDF.
- 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. The contents of this policy is found on the website as a downloadable PDF in addition to the link (above).

10. AISWA WEBSITE TERMS AND CONDITIONS

- The AISWA website may be used only for lawful purposes relating to business conducted by 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
 1. 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.

2. 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
 1. 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.
 2. 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.

11. AISWA INTERNET USE

- 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.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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.
- AISWA will not be responsible for the misuse of the Internet or electronic mail by any external parties.

Any questions regarding the policy above, please contact the [AISWA Information Technology Network and Office Systems Administrator](#).