# SAPHNA Code of Conduct for Webinars and Communities of Practice Sessions

## 1. Introduction

The School and Public Health Nurses Association (SAPHNA) is committed to providing a professional, inclusive, and engaging environment for all participants in our webinars and Communities of Practice sessions. This Code of Conduct outlines expectations for respectful participation, confidentiality, and appropriate use of technology, including artificial intelligence (AI) tools.

By attending SAPHNA virtual events, all participants agree to adhere to the following guidelines.

## 2. General Participation Guidelines

* **Respect and Professionalism:** All attendees must engage respectfully, allowing space for diverse opinions and professional discussion.
* **Active Engagement:** Participants are encouraged to contribute to discussions, share insights, and support collaborative learning.
* **Cameras and Microphones:** Where possible, attendees should keep their cameras on to foster engagement and community building. Microphones should be muted when not speaking to reduce background noise.
* **Confidentiality:** Discussions within SAPHNA events may involve sensitive topics. Participants must not share personal or confidential information outside the session without explicit consent.
* **No Disruptive Behaviour:** Harassment, discrimination, or disruptive behaviour (including spamming or inappropriate language) will not be tolerated and any attendees displaying disruptive behaviour will be removed from the session.

## 3. AI Use for Notetaking

SAPHNA recognises that AI-powered note-taking tools can assist participants in accessibility and personal learning. However, to protect privacy and ensure responsible use, the following rules apply:

* AI tools may be used for **personal notetaking only.**
* Participants using AI must confirm that it is for **accessibility or private learning purposes only** and that notes will **not be shared externally**.
* Any AI-generated notes must be **stored securely** to prevent unauthorised access.
* Recording, transcribing, or republishing discussions without permission is strictly prohibited.

## 4. SAPHNA’s Use of AI in Virtual Events

SAPHNA utilises Microsoft Teams’ AI functionality to generate concise learning outcomes for participants after each session. By attending SAPHNA webinars and Communities of Practice, participants acknowledge and agree that:

* SAPHNA will generate AI-assisted session summaries for learning purposes.
* These summaries will be made available to SAPHNA members but will not contain personal or sensitive information.
* Participation in discussions implies consent for SAPHNA to use anonymised insights from the session.

## 5. Breach of the Code of Conduct

Failure to adhere to this Code of Conduct may result in:

* A warning from SAPHNA event moderators.
* Removal from the webinar or session.
* Potential exclusion from future SAPHNA events if breaches are repeated.

## 6. Contact and Support

If you experience or witness any issues related to this Code of Conduct, please contact SAPHNA at [info@saphna.co](mailto:info@saphna.co).

By participating in SAPHNA’s virtual events, you acknowledge and agree to abide by this Code of Conduct.