

# CATC STUDENT PORTAL

## 1.0 Terms & Conditions

- 1.1 The use of the Civil Aviation Training Centre (CATC) Student Portal (“the Portal”) is strictly bound by the Terms and Conditions listed herein. Use of the Portal is conditional on your acceptance of these Terms and Conditions.
- 1.2 All users are asked to read and understand fully all Terms and Conditions prior to logging on to the Portal. Do not proceed with accessing the Portal should you disagree with any of the Terms and Conditions. For any queries regarding the Portal, you may contact the Student Portal Administrator by email at [helpdesk.it@caa.gov.tt](mailto:helpdesk.it@caa.gov.tt) or telephone at (868) 668-8222 ext. 2401.
- 1.3 By logging on and using the Portal, you accept all Terms and Conditions herein.

## 2.0 Access Rights

- Only authorized staff in the employ of the Trinidad and Tobago Civil Aviation Authority (TTCAA) may be granted access to the Portal.
- Students registered for courses or programmes will also be granted access for the duration of the course or programme.

## 3.0 Security

- Each user shall be responsible for the security and use of his/her username and password. You are not allowed to use the account, username or password of any other user. You must not disclose your username or password to anyone other than the Student Portal Administrator.
- All information and material contained within the Portal is for TTCAA/ CATC internal use only. Approval by TTCAA must be obtained prior to the release of any information to third parties.

- Personal identifying information shall be not be shared with third parties, unless reasonably believed to be required by law or court order.
- Do not allow others to use your account to access the Portal. If you think that the security of your account may have been compromised in any way, you must report it to the Student Portal Administrator immediately by emailing [helpdesk.it@caa.gov.tt](mailto:helpdesk.it@caa.gov.tt).
- You shall ensure that you are fully logged out of the Portal on any computer you are no longer using.

#### **4.0 Communication**

##### **4.1 When using the Portal you shall:**

- Respect the views and beliefs of others.
- Only post comments which are appropriate to the particular discussion.
- Remember that you are conversing with real people and not with a screen name in cyberspace.

##### **4.2 Adherence to these Terms and Conditions will enable you to enjoy your interaction with fellow students and your instructors in a friendly and intellectually stimulating environment.**

#### **5.0 Prohibitions**

##### **5.1 When using the Portal you SHALL NOT:**

- Post, upload, email or otherwise transmit any material that is abusive, defamatory, obscene or otherwise illegal.
- Copy or forward e-mail or any other private messages without prior written permission of the sender.
- Transmit or re-circulate any material obtained from the Portal to any third party, other than an authorized member of the CATC.
- Include material which is confidential or under copyright, unless you have obtained the prior written permission of the copyright owner.

- Post material which contains viruses or other programs which may disrupt the TTCAA's systems.
- Post any advertising or promotional material or any other form of solicitation or commercial exploitation, save as explicitly permitted by these Terms and Conditions.
- Behave in an impolite or offensive manner.

## **6.0 Your Obligations and Acknowledgements**

- You are responsible for keeping accurate and up to date your current personal contact details which are published in the Directory on the Portal.
- You are responsible for checking the accuracy of relevant facts and opinions given on the Portal before entering into any commitment based on them.
- You must ensure that you have installed adequate and up to date computer virus checking software on your computer or device.
- You acknowledge that if you enter into any agreement with a third party as a result of any opportunity of which you become aware on the Portal, the Authority is not liable for, and takes no responsibility for, any contract entered into by you and the third party.
- You acknowledge that if you submit any material to the Portal you understand and accept that TTCAA and the CATC community may make use of that material in accordance with these Terms and Conditions.

## **7.0 The Training Centre's Obligations**

- CATC will use reasonable care to ensure that only up to date information and content are published on the Portal.
- Whilst reasonable care will be used to ensure that information provided on the Portal is accurate and complete, the contents of the Portal are subject to change from time to time and CATC and TTCAA cannot guarantee the accuracy and completeness of that information.

- CATC and TTCAA do not guarantee that your use of the Portal will be free from error and/or uninterrupted.
- Reasonable care will be used to ensure that the Portal is free of computer viruses, but we do not warrant that it will be free of viruses.
- The Portal may include links to external websites. Any links are included to give you the opportunity to access other pages that it is felt may be of interest or assistance to you. CATC and TTCAA are not responsible for the content of those sites.

## **8.0 Portal Content**

8.1 TTCAA reserves the right to remove, vary or amend any of the content which appears on the Portal at any time and without prior notice.

8.2 When submitting postings or assignments on the Portal you must give due acknowledgement for material quoted from other sources, both within the Portal and elsewhere.

## **9.0 Variation of Terms and Conditions**

9.1 These Terms and Conditions may be varied from time to time. Please ensure that you review the Terms and Conditions regularly as you will be deemed to have accepted a variation if you continue to use the Portal after any variation has been posted. We will use reasonable care to notify all substantive changes to the Terms and Conditions on the Portal Announcements.

## **10.0 Intellectual Property**

- All copyright and other rights that subsist in the Portal, save where otherwise expressly indicated, are the property of CATC and TTCAA.

- The names, images and logos identifying CATC or third parties and their products and services, are the proprietary marks of TTCAA, and/or relevant third parties. Any use made of these marks may be an infringement of rights in those marks and TTCAA reserves generally its right to pursue such claims that may arise.

## **11.0 Indemnities**

11.1 You agree to keep CATC and TTCAA fully indemnified against all actions, claims, losses, damages and costs (whether paid by way of settlement or otherwise) suffered or incurred by or on behalf of CATC and arising directly or indirectly from any breach (proven or alleged) by you of any of these Terms and Conditions.

## **12.0 Disclaimers**

12.1 CATC and TTCAA exclude all liability and responsibility for any damages (other than liability for death or physical injury arising out of our negligence) including, but not limited to, indirect or consequential damages, damages for loss of opportunity or chance, or any damages whatsoever arising from use or loss of use, data, or profits, whether in contract, negligence or other tortious action, arising out of, or in connection with:

- Any information on the Portal or any other internet or websites or the use of that information; or
- The misuse of loss of data or information which you submitted through the Portal or by email;
- Any viruses or any other computer code, files or programs designed to interrupt, restrict, destroy, limit the functionality of or compromise the integrity of any computer software or hardware or telecommunications equipment or other material transmitted with or as part of the Portal.