

APEEE Guidelines on Small Ads

The APEEE created a specific webpage (<http://woluweparents.org/classifieds/>) to provide the school community users with an internal advertising service for buying, selling and donating goods and services in the following four categories: i) babysitting, ii) private tuition, iii) second-hand materials, and iv) workshops. This service is only open to our school community users accepting the rules indicated hereafter.

Babysitting: You need someone to watch your child or, on the contrary, you offer to babysit?

Private tuition: In this section, you will find details of various language, science or music teachers.

Second-hand materials: Advertise your used books, ski-clothes and bicycles for sale and buy the items you need for next school year!

Workshops: You organize cultural or sports workshops or you are looking for something to do during the holidays for your children?

General rules:

- The user posting an advert is fully responsible and liable for its content, including pictures published.
- Users are expressly required not to make defamatory statements and not to infringe or authorise any infringement of copyright or any other legal right. The APEEE will not accept any liability in such case and the user responsible will be personally liable for any damages or other liability arising.
- The APEEE reserves the right to amend, reject or remove any ad at any time, without having to state a reason.
- Any advertisement that does not respect the rules herein will not be posted by the APEEE.
- The APEEE cannot be held responsible for any problems arising between users as a result of the advertisement.
- It is **forbidden** to:
 - advertise an item which is not your property;
 - offer for sale items with no indication of the price (except if it concerns an article to be given for free);
 - recommend people, teachers, offer services or promote any external activity if not authorised by APEEE;
 - offer any type of animals, animal/body parts, furs, ivory, weapons, cigarettes, alcohol and any items which cannot be freely sold by private persons in Belgium;
 - write several ads on the same item;
 - be disrespectful to anyone in the school community.
- The APEEE does not charge any fee for posting the ad.

How it works?

- **How** to submit a small ad? Exclusively via the on-line form in <http://woluweparents.org/classifieds/>
- **Who** can submit small ads? School community users, namely students, teachers, parents, school/APEEE staff, alumni, former teachers or with a strong connection with the school
- It is **mandatory** to:
 - encode information in the correct fields, in one working language (DE/EN/FR);
 - delete your obsolete ad (item already sold, service no longer available, etc.)
- **Duration** of the publication: **30 days**. At the end of this period the ad will be withdrawn. The user can re-submit the ad.