

User Agreement

For Admin, Principal, and Teacher Account Holders

IMPORTANT — READ BEFORE USING THIS DOCUMENT

This is a professionally-drafted template prepared for a school management platform operating in Nepal, referencing the Constitution of Nepal (Article 28), the Individual Privacy Act, 2075 (2018), the Individual Privacy Regulation, 2077 (2020), and the Electronic Transactions Act, 2063 (2008). It is provided to give you a strong, realistic starting point — it is NOT legal advice, and it has NOT been reviewed by a Nepali-licensed lawyer. Mishandling personal data under the Individual Privacy Act carries real penalties (up to 3 years' imprisonment and a fine of NPR 30,000), and this system processes data belonging to minors. Before publishing this document or relying on it with real schools, have it reviewed by a qualified lawyer licensed in Nepal, fill in every bracketed [placeholder], and confirm it matches how your business actually operates.

Effective date: [Insert Date]

Document Version 1.0 — Draft for legal review

1. Purpose of This Agreement

This User Agreement applies to anyone who holds an Admin, Principal, or Teacher account on the Nova Tech platform ("the Service"). It sets out the practical responsibilities that come with holding an account with access to school and student information, alongside the Terms and Conditions and Privacy Policy, which also apply to your use of the Service.

Currently, only school staff (Admin, Principal, and Teacher) hold accounts on the Service. Students and parents/guardians do not yet have direct login access; if that changes in the future, this Agreement will be updated to include their responsibilities as well.

2. Your Account

- Your account is personal to you. Do not share your login ID or password with anyone else, including colleagues.
- Change your password promptly if you were given a temporary one, using the Service's own "Change Password" feature.
- Tell your Principal or Admin immediately if you suspect your account has been accessed without your permission.
- Keep your contact information (such as your email) accurate and up to date.

3. Role-Specific Responsibilities

If you hold an Admin account

- Only create Principal accounts for schools and individuals genuinely authorized to use the Service.
- Set school-wide limits and permissions thoughtfully, understanding that they affect every Principal and Teacher on the platform.
- Treat locking or deleting a Principal account as a serious action — deleting a Principal removes every Teacher, Class, and Student record under that Principal, permanently.

If you hold a Principal account

- Only enter student information (name, date of birth, phone number, roll number, class) that your school has the necessary authority and consent to hold — this is your school's responsibility, not Nova Tech's.
- Create Teacher accounts only for genuine staff at your school, and remove or lock accounts for staff who leave.
- Assign each Teacher only the classes and subjects appropriate to their actual teaching responsibilities.
- Review the marks-recording permission for each Teacher, and grant it only where appropriate.
- Treat deleting a Teacher or Student record as a considered decision — it permanently removes related records (a deleted student's attendance and marks are removed with them).

If you hold a Teacher account

- Record attendance and marks accurately and promptly for the classes you are assigned to.
- Only access student information for the classes you are actually assigned to teach.
- Do not copy, forward, or disclose student records outside the Service unless your school has authorized you to do so for a legitimate purpose.
- Enter competition and task information accurately and in good faith.

4. Confidentiality of Student Information

Student names, dates of birth, phone numbers, attendance records, and marks are confidential information. You may access and use this information only for legitimate school administration purposes connected to your role. You must not disclose it to anyone outside your school's authorized staff without your school's approval, and you must not use it for any personal or unrelated purpose.

5. Data Accuracy

You agree to enter information into the Service truthfully and accurately, and to correct any errors you become aware of as soon as reasonably possible. Inaccurate attendance or marks records can have real consequences for a student, so accuracy in these areas matters in particular.

6. Prohibited Conduct

Regardless of your role, you agree not to:

- Attempt to access data, classes, or accounts outside what your role permits.
- Attempt to disable, bypass, or interfere with the Service's security or permission controls.
- Use the Service to harass, defame, or discriminate against any student or colleague.
- Upload or enter false, misleading, or unlawful information of any kind.

7. Reporting a Problem

If you suspect a data breach, unauthorized access, or misuse of the Service by anyone, report it as soon as possible to your Principal or Admin, or directly to Nova Tech at [contact email]. Prompt reporting helps limit any harm and allows appropriate action to be taken quickly.

8. Consequences of Violating This Agreement

Violating this Agreement may result in your account being locked, suspended, or deleted, and may be reported to your school's leadership. Unauthorized access to or disclosure of personal information may also carry legal consequences under the Individual Privacy Act, 2075 (2018) and the Electronic Transactions Act, 2063 (2008), independent of any action Nova Tech or your school takes.

9. Acknowledgment

By logging into and using the Service, you acknowledge that you have read and agree to this User Agreement, the Terms and Conditions, and the Privacy Policy.

This document is a draft template and does not constitute legal advice. See the notice on the title page before use.