

Terms and Conditions

Effective Date: June 30, 2025

These Terms and Conditions govern the use, access, and responsibilities regarding the Parewa Platform at Budhanilantha School. All users must comply with the clauses stated below to ensure platform security, content integrity, and smooth operation of the system.

Clause 1: Authorised Users and Access Levels

1.1 Only specific personnel are granted direct publishing access: *The Principal, Vice-Principal, Heads of Departments, Heads of Houses, Outreach Coordinators, Guidance Counsellors, and Club Coordinators.*

1.2 Individuals in positions of limited authority—such as *Club Presidents, Student Council Members*, and other designated representatives—may submit requests for publication. However, they are **not granted direct posting rights** and must obtain approval from authorised personnel, typically the *Vice-Principal*, prior to publication. This includes members of the *Parewa Team*.

1.3 Each authorized user shall receive a **confidential login account**. Sharing of login credentials is **strictly prohibited** under **Clause 4.1**.

1.4 In the case of *club-related announcements or notices*, Club Presidents must route their publication requests through their respective Club Coordinators, as Club Presidents fall under the category of individuals with **limited authority** outlined in Clause 1.2. Direct submission or publication by Club Presidents is **not permitted** without such mediation.

Clause 2: Structure and Responsibilities of the Parewa Team

2.1 Composition of the Parewa Team

The *Parewa Team* shall consist of:

- I. **One or more Supervising Teachers** who provide guidance and ensure coordination with the administration.

- II. **One Student Representative** serves as the main communicator from the student body.
- III. **Two to Three Additional Senior Student Members**, responsible for supporting platform maintenance, technical operations, and user assistance.
- IV. **Two Additional Junior Student Members**, responsible for supporting the Parewa Team and familiarising themselves with the platform's operations, structure, and responsibilities. Their role is designed to provide hands-on experience and mentorship so that they may effectively lead the platform in the future.

These members will work collaboratively to ensure uninterrupted functioning of the platform and to mentor future team members.

2.2 Duties and Responsibilities

The responsibilities of the Parewa Team include:

- I. **Maintaining platform cleanliness** by filtering and removing irrelevant, outdated, or inappropriate content.
- II. **Mentoring juniors** and guiding them on the platform's structure, workflow, and management process.
- III. **Providing user support** to *teachers, staff, and students* for account creation, usage, and minor troubleshooting (refer to Clause 3.2).
- IV. **Managing updates and debugging** during system issues or downtimes to ensure platform stability (refer to Clause 4.2).
- V. **Collecting and tracking** bug reports, feature requests, and other user feedback via a dedicated Google Form to streamline issue resolution and platform improvement.

Clause 3: User Conduct and Content Posting

3.1 All published content must meet the following standards:

- I. Be **factually accurate** and verified.
- II. Maintain **respectful language and tone**.
- III. Be aligned with **school policies, values, and appropriateness**

- IV. Avoid **political, commercial, or personal promotion**.
- V. Be **clear, concise, and relevant** to the school community.

3.2 The Parewa Team shall assist all users—especially new or non-technical staff—through:

- I. **Direct assistance and training sessions**.
- II. **Workshops or orientations** for authorised posting roles.
- III. **Instructional guides or videos**, when needed (refer to Clause 2.2).

3.3 The Parewa Platform is a **formal communication tool**, not a personal forum. Any misuse—including uploading irrelevant content, spreading misinformation, or bypassing workflow—will result in **being held to contempt by the school authority** under **Clause 5**.

3.4 Users are expected to keep content timely and necessary. Duplicate or expired posts may be removed by the Parewa Team.

Clause 4: Security and Technical Integrity

4.1 Login credentials are personal and non-transferable. Sharing of accounts constitutes a breach of platform security (see Clause 1.3).

4.2 The Parewa Team must monitor the site regularly for bugs or system issues and respond swiftly to maintain usability (see Clause 2.2).

4.3 Any user attempting to gain unauthorised access, manipulate data, or exploit platform vulnerabilities will face immediate disciplinary measures.

Clause 5: Violations and Disciplinary Actions

5.1 Any user found violating **Clause 1.3**, **Clause 3.1**, or **Clause 4.3** may face the following consequences:

- I. **Investigation** by the school administration
- II. Further **disciplinary actions** as per school rules and code of conduct

Clause 6: Revisions and Compliance

6.1 These Terms and Conditions may be amended at any time by the school administration to adapt to new requirements or improvements to the platform.

6.2 Users will be notified of any changes. Continued access or use of the platform after such updates shall constitute acceptance of the revised terms.

By accessing and using the Parewa Platform, users confirm that they have read, understood, and agree to comply with all the clauses outlined above.