Student Terms and Conditions – Student Management System (SMS)

Effective Date: 1 October 2025

1. Introduction

Welcome to the [University of Potential] Student Management System ("SMS" or "the System"). These Terms and Conditions ("Terms") explain how you, as a student, may use the System to manage your academic and administrative activities.

By using the System, you agree to follow these Terms and all related University policies. If you do not agree, please do not use the System.

2. Purpose of the System

The SMS is an official online platform that allows students to:
- Apply for admission and register for courses;
- View academic records, timetables, and results;
- Access course materials and communicate with lecturers;
- Manage payments and financial statements;
- Receive important notices and updates from the University.

The System is for official university use only.

3. Access and Login

3.1 You must use your official university login credentials (username and password) to access the SMS.
3.2 You are responsible for keeping your login details safe and private.
3.3 If you suspect someone else has accessed your account, you must notify the University immediately.
3.4 You may not share your account or use another student's credentials to access the System.

4. Proper Use of the System

When using the SMS, you agree to:
- Use the System only for lawful and academic purposes;
- Not interfere with or damage the System or other users' access;
- Not upload, post, or share any illegal, harmful, or offensive content;
- Not attempt to access information that does not belong to you;
- Follow all rules, policies, and procedures set by the University.

Any misuse of the System may result in disciplinary action under the University's student code of conduct.

5. Accuracy of Your Information

5.1 You are responsible for ensuring that all personal and academic details you submit are true and correct.

5.2 Incorrect or outdated information may affect your registration, results, or communication.

5.3 The University may verify the accuracy of information provided through the System at any time.

6. Privacy and Data Protection

6.1 The University values your privacy and complies with the Protection of Personal Information Act (POPIA).

6.2 The University will collect, use, and store your personal data only for legitimate academic, administrative, and legal purposes.

6.3 Your personal information will be processed securely and only shared with authorised parties when necessary (e.g., government reporting, bursary providers).

6.4 You may request access to your personal data or correction of errors by contacting the University's Information Officer.

6.5 For more details, please read the University Privacy Policy available on the University website.

7. Communication

The University may use the SMS to send official messages, notices, or updates.

You are responsible for checking the System regularly to stay informed about academic deadlines, financial matters, and other important announcements.

8. Availability of the System

8.1 The University will make every effort to keep the SMS running smoothly and accessible.

8.2 However, access may sometimes be interrupted for maintenance, upgrades, or technical problems.

8.3 The University is not responsible for any loss of data or delay caused by technical issues beyond its control.

9. Intellectual Property

All materials, content, and software in the SMS belong to the University or its service providers.

You may not copy, distribute, or use any content for purposes other than your studies without written permission from the University.

10. Security and Monitoring

10.1 The University monitors System activity to maintain security and prevent misuse.

10.2 Any attempt to hack, alter, or gain unauthorised access to data may result in disciplinary action and possible criminal charges.

10.3 Always log out when finished using the System, especially on shared computers.

11. Limitation of Liability

11.1 The SMS is provided "as is" for your academic convenience.

11.2 The University is not responsible for:

- Errors in information entered by you;

- Unauthorised use of your account;

- System downtime or data loss;

- Losses or damages caused by your use or inability to use the System.

12. Changes to These Terms

The University may update these Terms from time to time. Any changes will be posted on the University website or within the SMS. Continued use of the System means you accept the updated Terms.

13. Contact Details

If you have questions about these Terms or need support, please contact:

The Information Officer
University of Potential
Email: info@projecttools.io
Telephone: 011 123 4567
Postal Address: 1 Street Name, Suburb Name, City Name, Postal Code

By using the Student Management System, you confirm that you have read, understood, and agree to these Terms and Conditions.