EduGoverna

Start Here Guide

AI governance for your school, set up in plain steps

For: school owners, head teachers, principals and school administrators. No technical background is needed. Keep this guide beside the computer or phone your school uses for EduGoverna, and work through it once, in order.

- **What this guide does:** takes you from first visit to a working AI governance routine: generating your school policy, activating Pro, verifying AI-generated content, and running day-to-day governance.
- **What you will need:** about 30 minutes for first setup, plus the details listed in Section 2.

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Better technology. Clearer futures.

1. Welcome to EduGoverna

EduGoverna is an AI governance platform built for schools. It brings three jobs into one place, in your browser, on the phone or computer your school already has:

- **Policy Studio.** Answer four short steps and generate a regulation-aligned AI governance policy for your school, drawing on the Nigeria Data Protection Act 2023 (NDPA/NDPR), ISO/IEC 42001, ISO/IEC 27001 and the AU Continental AI Strategy.
- **Verification.** Check AI-generated teaching content before it reaches students: classify its risk, run it through a five-gate verification pipeline, check it is right for the students' age, and keep a log of AI mistakes (hallucinations) you find.
- **Governance Operations.** Run the day-to-day side: your register of approved AI tools, parental consents, an incident register, an automatic audit log, and an AI readiness self-assessment for your school.

EduGoverna is offline-first. After your first visit it keeps working without internet, and your school's information stays on your device (see Section 8). The Policy Studio is free for every school. A Pro licence unlocks the five-gate pipeline, verification certificates and the full Governance Operations module for one school for one year (Section 3).

Please read this boundary first. EduGoverna supports your school's AI governance and data-protection work. It does not certify legal, NDPA/NDPR or ISO compliance, and it does not guarantee compliance. Policies it generates are templates and starting points, not legal advice. Have your school's policy reviewed by qualified legal counsel before your school formally adopts it.

2. What you need before you start

- **A phone, tablet or computer** with a current web browser (for example Chrome, Edge, Firefox or Safari). No app store download is needed.
- **Internet for the first visit only.** EduGoverna loads over the internet the first time, saves itself on the device, and then works offline. You will also need internet once to download your policy as a PDF, because the PDF maker loads on first use.
- **Your school's basic details:** school name, school type, town or city and state; whether the school is boarding and whether it has an active ICT laboratory.
- **Names and an email:** the head of school's name, your Data Protection Officer's name if you have one (it is optional), and the school's official contact email.
- **A list of the AI tools your school already uses,** for example AI chatbots, AI-powered learning platforms, school management AI, or AI content generation tools.
- **For Pro:** your licence code and school name exactly as issued (Section 3). Keep the message or email that carries them safe; you will need them again on a new device.

3. Getting Pro: buy, receive, activate

One Pro licence covers one school for one calendar year and includes every Pro feature for the whole school. The price is ₦20,000 per school, per year.

Buying your licence

Step 1. Open the EduGoverna Pro page on Selar: selar.com/51t331t73c (or tap “Go Pro” inside EduGoverna and follow the Selar button). You can also chat with us on WhatsApp if you prefer.

Step 2. Pay on Selar. Keep your payment confirmation.

Step 3. **Wait for your licence code.** Within 24 hours your code arrives by WhatsApp or email, issued for your school and the licence year.

Activating on your device

Your code looks like this: EGP-XXXX-XXXX-XXXX-XXXX (four groups of four characters). Activation happens on each device your school uses; do it first on the main school device.

Step 1. Open edugoverna.tech and tap “Go Pro”.

Step 2. **Enter your licence code** in the Licence code box.

Step 3. **Enter your school name exactly as issued with your code.** This matters: the code is tied to that school name, and Pro will not activate if the name differs, even by spelling.

Step 4. Tap Activate. Pro unlocks instantly on that device and stays active until 31 December of the licence year. The header will show “PRO · your school name”.

If activation fails, the app tells you why in plain words, for example that the code does not look right, or that the school name does not match the code. Section 9 covers each case.

4. Installing EduGoverna and working offline

EduGoverna is a web app that installs like an app, without an app store. Installing it puts an EduGoverna icon on your home screen or desktop, so staff open it in one tap.

On an Android phone (Chrome)

Step 1. Open edugoverna.tech in Chrome and let the page load fully.

Step 2. Tap the three-dot menu at the top right.

Step 3. Tap “Add to Home screen” (or “Install app” if Chrome offers it) and confirm.

Step 4. Open EduGoverna from the new icon. You will see “Offline-ready ✓” at the top when the offline copy is saved.

On an iPhone (Safari)

Step 1. Open edugoverna.tech in Safari and let the page load fully.

Step 2. Tap the Share button.

Step 3. Tap “Add to Home Screen” and confirm.

Step 4. Open EduGoverna from the new icon on your home screen.

On a computer (Chrome or Edge)

Step 1. Open edugoverna.tech.

Step 2. Click the install icon at the right end of the address bar (or open the browser menu and choose “Install EduGoverna”).

Step 3. Confirm. EduGoverna now opens in its own window from your desktop or start menu.

Working offline. Once EduGoverna has loaded once on a device, it works offline: you can generate policies, run checks and keep your registers without internet. Two things still need internet: the very first load on any new device, and the first PDF download, which fetches the PDF maker once and then works offline too.

5. Policy Studio: your school AI policy in four steps

The Policy Studio is free. Open “Policy Studio”, then “New Policy”, and work through the four steps. The app will not let you move on until the step is complete, which is a help, not a fault: a missing answer usually means a required box is empty.

Step 1. **Step 1 · School profile.** School name, school type, location (town/city) and state, country (Nigeria is the default), and whether yours is a boarding school or has an active ICT laboratory. Prepare: your school's correct official name and details.

Step 2. **Step 2 · Leadership and students.** Head of school's name, Data Protection Officer (optional), the school's official contact email, and your students' age group. Prepare: the email your school actually checks; it appears in the policy.

Step 3. **Step 3 · AI tools in use.** Tick every category your school uses: general AI chatbots; AI-powered EdTech platforms; school management AI; AI content generation. Prepare: five minutes of honesty about what staff and students already use, including tools teachers use on their own phones for school work.

Step 4. **Step 4 · Compliance frameworks.** Choose the frameworks to build into your policy: NDPA/NDPR (Nigeria Data Protection Act 2023), ISO/IEC 42001, ISO/IEC 27001 and the AU Continental AI Strategy (2024). Each one you choose adds dedicated clauses. If you are unsure, start with NDPA/NDPR, which is Nigerian law.

On the last step, tap “Generate policy”. Your school's AI Governance Policy appears on screen. From there you can:

- **Download it as a PDF.** The file is named after your school. The first time only, EduGoverna asks for your name, school and WhatsApp number before the download, so we know who is using the free Studio.
- **Copy the text** to paste into a document of your own.
- **Send it via WhatsApp,** or save it on this device under “Saved Policies”, where it is stored only on that device.

Before your school adopts the policy: share it with your leadership, have it reviewed by qualified legal counsel (Section 1 explains why), record the adoption date, and keep the PDF with your school records. Section 7 shows how to evidence that staff have read it.

6. Verification: checking AI content before it reaches students

Teachers increasingly draft notes, questions and explanations with AI. Verification is the habit of checking that content properly before students see it. It has four parts.

Start with the Risk Tier Classifier (free)

Answer five questions about the content: what type it is, whether it is for Early Childhood (ages 3–5), whether it contains statistics, dates or factual claims, whether it cites references, and whether it will be published or shared outside the school. EduGoverna assigns a tier:

- **Tier 1 · Low risk.** Administrative and logistical content. Educator review only; Gates 1 and 5; same-day target.
- **Tier 2 · Medium risk.** Lesson plans, explanatory notes, assessment questions. Full five gates; 1–2 school days.
- **Tier 3 · High risk.** Health or science content, content with factual claims, or Early Childhood material. Full five gates with senior educator sign-off; 3–5 school days.

- **Tier 4 · Critical risk.** Sensitive topics, content for publication, formal examinations. Full pipeline plus director approval and legal/compliance review; 5–10 school days.

The Five-Gate Verification Pipeline (Pro)

Enter the content title, its risk tier, the reviewer and the AI tool used, then work through the gates in order. Each gate is a checklist; tick every item honestly. The gate counter fills as you go, and the certificate button unlocks only when all five gates are complete.

Gate	What it checks
Gate 1 · Pre-Delivery Screening	The content is labelled as AI-generated; its risk tier and age band are recorded; the AI tool and prompt are noted; red flags are screened (dates or statistics without a source, real people named, medical claims); readability suits the class.
Gate 2 · Factual Verification (FACT method)	Every factual claim is found, listed, risk-assessed, cross-referenced against at least two authoritative sources, and tagged VERIFIED, MODIFIED or REMOVED, until no unverified claim remains. Mistakes found go into the FACT Hallucination Log.
Gate 3 · Age-Appropriateness Review	Vocabulary and themes suit the age band; cultural references are Nigerian or universally familiar; gender representation is balanced; religious and ethnic references are respectful; visuals and sensitive topics follow the band's guidance.
Gate 4 · Curriculum Alignment Check	The content matches NERDC curriculum objectives for the level and subject; learning outcomes and any assessment items fit expectations (WAEC/NECO format where applicable); nothing sits outside the curriculum scope for that level.
Gate 5 · Final Approval and Labelling	All earlier gates are complete and signed off; the content carries the AI-source disclosure stamp; it is filed in the school content register; parents are informed where a sensitive topic requires it; the approved copy is archived.

The Age-Appropriateness Checker (free)

Choose the age band and EduGoverna shows what suits it: Band 1 Early Childhood (ages 3–5), Band 2 Lower Primary (6–8), Band 3 Upper Primary (9–11), Band 4 Junior Secondary (12–14), Band 5 Senior Secondary (15–17) and Band 6 Pre-Tertiary (18+), including reading level, vocabulary, and allowed and prohibited themes.

When something does not pass

- Do not tick a box you have not actually checked. A gate that fails is the system working, not a problem to hide.
- **Gate 2 failure (a claim cannot be verified):** correct the content, or remove that claim, and log the mistake in the FACT Hallucination Log so your school learns which tools invent facts.
- **Gate 3 or 4 failure:** adapt the content to the age band or the curriculum, or do not use it for that class.
- Only when every required gate is complete should the content go to students. You can then generate the printable Verification Certificate, which carries a certificate ID and, on a Pro device, your school's name.

7. Day-to-day governance

The Governance Operations module (Pro)

- **AI Tool Inventory.** Your approved register of AI tools, with category, purpose, the data each tool processes, vendor, whether a data processing agreement (DPA) is signed, status and last review date. The app asks you to review it quarterly.
- **Parental Consent Manager.** Generate a consent letter for a parent or guardian as a PDF and keep a log of consents. The letter explains that the child's data will not be used to train AI models without separate, explicit consent, and that consent can be withdrawn.
- **Incident Register.** Log every AI-related incident with date, type, description, severity and status. The rule inside the app: report internally within 24 hours, and notify the NDPC within 72 hours where personal data is involved.
- **Audit Log.** Key actions are recorded automatically, and you can add manual entries. This is your evidence trail of who did what, and when.
- **AI Readiness Self-Assessment.** 15 questions across five dimensions (Governance, Data protection, Infrastructure, Staff capacity, Teaching practice). You get a score, a tier from "Starting out" to "Leading", and the weakest dimension to strengthen first.

Staff attestation sheet: proof your staff have read the policy

A policy nobody has read protects nobody. In Governance Operations, open the Staff Attestation Sheet:

Step 1. Enter your school name and the policy adoption date.

Step 2. List staff names, one per line, with a role after a comma if you wish (for example: "Adaeze Obi, Head Teacher"). If you list names, the sheet prints one row per name; otherwise set the number of blank signature rows you need.

Step 3. Generate the sheet and print it.

Step 4. Collect each staff member's signature and date at a staff meeting or briefing.

Step 5. File the signed sheet with your adopted policy. If the NDPC or your proprietor ever asks how the policy was communicated to staff, this sheet is your proof.

The annual policy review reminder

Policies age as tools and rules change. When your saved policy reaches about 11 months old (330 days), EduGoverna shows a review reminder on the Home screen and in the Policy Studio. Tap "Review now" and the wizard opens with your school name filled in: walk the four steps to refresh the policy. Not ready? Snooze the reminder for 30 days. Reviewing annually is part of the routine this guide asks you to keep.

Licence expiry and renewal

Your licence runs to 31 December of its licence year. In the last 31 days, the Home screen shows a renewal reminder. If the licence expires, Pro features lock on the device, but all your saved data stays safe where it is. To renew:

Step 1. Tap "Renew on Selar" in the reminder (or return to selar.com/51t331t73c), or choose "Renew via WhatsApp" and send the pre-written message.

Step 2. Pay for the new licence year.

Step 3. Within 24 hours your new code arrives by WhatsApp or email.

Step 4. Open “Go Pro”, enter the new code and your school name exactly as issued, and tap Activate. Everything is restored, with your records intact.

Refer a school, save ₦2,000

In the Go Pro area, use the WhatsApp share button or copy the ready-made referral message and send it to another school. It includes the free Policy Studio, so they can try EduGoverna first. When a school you referred buys Pro and mentions your school name when they buy, you both get ₦2,000 off: them on that licence, you on your next licence or renewal.

8. Your school's information: where it lives

EduGoverna is built so your records stay with you. In the app's own words: “Works offline. Your school's policies and records never leave this device.”

- **Stored on your device.** Your policies, tool inventory, consents, incidents, audit log and readiness scores are saved in the browser's storage on the device you used, under EduGoverna's own storage space. Saved policies also state plainly: “Stored only on this device.”
- **No school records are uploaded by the app.** There is no EduGoverna account and no school database on our side holding your registers.
- **What leaves the device is what you send.** A WhatsApp message you choose to open, a policy PDF you download and share, or a certificate you print: each leaves only when you send it.
- **Anonymous visit analytics, only with your consent. EduGoverna asks before measuring visits, so we can improve the app. That measurement covers page visits and link taps only. It never includes your policies, registers, names or any school content, and you can decline it.**
- **Your licence is stored on the device too,** which is why activating on a new device needs your code and school name again (Section 9).

Look after the device, and back up on paper and PDF. Because records live on one device, treat that device as a school record book. Download and file the PDFs that matter (policy, consent letters, certificates) in the school office and in your school's own cloud folder if you keep one. Keep your licence message or email. Do not clear the browser's site data for edugoverna.tech: clearing it deletes the records stored on that device.

Practical routine: name one main device for Governance Operations, note who is responsible for it, and export or print key documents each term.

9. Troubleshooting

Problem	What to do
“That code does not look right”	Check the code against the message or email that carried it, character by character, including the EGP- prefix and the dashes. Copy and paste it if you can.
“The school name does not match this code”	Type the school name exactly as issued with the code, same spelling and punctuation. If you believe the issued name itself is wrong, contact us (Section 10) rather than guessing variations.
“This code has expired”	The code belongs to a past licence year. Renew (Section 7) and activate the new code when it arrives.
“Could not save the	Your browser is blocking storage, often because of private or

licence on this device"	incognito mode. Open EduGoverna in a normal browser window and activate again.
I have lost my licence code	Check the WhatsApp chat and email inbox from your purchase first. If it is still lost, contact Harmony with your school name and purchase details (Section 10) and we will help you recover it.
The app will not load	Check your internet, then reload the page. If EduGoverna was installed and working before, open it from its home-screen icon; it works offline. Still stuck? Open edugoverna.tech in a different browser on the same device.
We have a new device	Open edugoverna.tech on the new device, let it load once on internet, then tap "Go Pro" and activate with the same code and school name. Your old records stay on the old device, so move key PDFs across (Section 8) and keep the old device's records as your archive.
I renewed but Pro has not come back	A renewal brings a new code for the new year; the old code will not reactivate. Wait for the new code (within 24 hours of payment), then enter it with your school name exactly as issued. If the code has arrived and still fails, contact us with the exact message the app shows.
A PDF will not download	Connect to the internet once, reload EduGoverna, and try again. The PDF maker loads on first use; after that it works offline.

10. Getting help, and quick answers

Harmony Digital Consults Ltd builds and supports EduGoverna.

- **WhatsApp:** +234 810 097 8587 (fastest for licence questions; include your school name).
- **Email:** harmonydigitalconsults@gmail.com
- **EduGoverna:** https://edugoverna.tech
- **Pro licence page:** https://selar.com/51t331t73c

Quick answers

Is the Policy Studio really free? Yes. Any school can generate a policy with the free Policy Studio. Pro adds the five-gate verification pipeline, certificates and Governance Operations.

Does one licence cover all our teachers? One licence covers one school for one calendar year, including all Pro features for the whole school. Pro is activated per device, so activate it on each school device your team uses for governance work.

Does EduGoverna make us NDPA compliant? No tool can do that on its own. EduGoverna helps you do the work: a policy, checks, registers and evidence. Compliance remains your school's responsibility, with legal advice where needed.

We have poor internet. Will it work? Yes. After the first load on a device, EduGoverna works offline (Section 4).

Where is our data? On your device, not on our servers (Section 8). Back up the PDFs that matter.

What happens when our licence year ends? Pro locks on 31 December, your data stays safe, and a renewal code restores everything (Section 7).

Thank you for putting AI governance in place at your school. Start with the free policy today, and build the routine one step at a time.

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