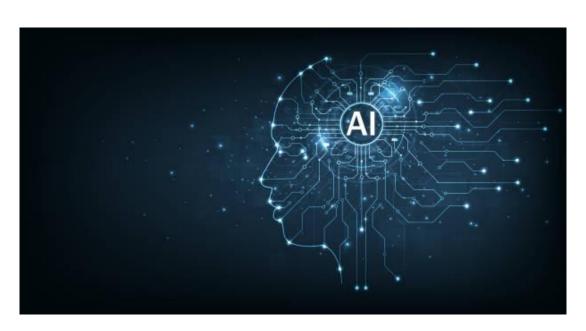# DUBAI GEM PRIVATE SCHOOL

STRIVE FOR EXCELLENCE

Artificial Intelligence (AI) Policy – 2025

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Position:	Principal	Next Review Date:	August 2025

Artificial Intelligence (AI) Policy

1. Introduction

This policy outlines our school's approach to integrating Artificial Intelligence (AI) into the educational environment, ensuring alignment with the Knowledge and Human Development Authority (KHDA) guidelines and reflecting best practices observed in schools across Dubai. Our objective is to leverage AI to enhance teaching, learning, and administrative processes while upholding ethical standards and safeguarding the interests of all stakeholders.

2. Purpose

The primary goals of this policy are to:

- Define the ethical framework for AI usage within the school.
- Ensure compliance with KHDA regulations and UAE national strategies on AI.
- Provide clear guidelines for the deployment and utilisation of AI tools in educational and administrative contexts.
- Promote transparency, accountability, and inclusivity in AI applications.

3. Scope

This policy applies to all members of the school community, including students, educators, administrative staff, and external partners, encompassing all AI tools and applications utilized within the school's operations.

4. Ethical Principles

In alignment with the UAE's commitment to ethical AI adoption

- **Transparency:** Communicating the use and purpose of AI systems to all stakeholders.
- **Accountability:** Establishing mechanisms to address and rectify any issues arising from AI usage.
- **Fairness:** Ensuring AI applications do not perpetuate biases or discrimination.
- **Privacy:** Protecting personal data in compliance with relevant data protection regulations.

5. AI in Education

Recognising the UAE's strategic emphasis on AI in education our school aims to:

- **Enhance Learning:** Utilize AI to provide personalised learning experiences, catering to individual student needs for example incorporating tools like Read & Write to support students with determination.
- **Support Teaching:** Implement AI tools to assist educators in lesson planning, assessment, and identifying student progress.
- **Administrative Efficiency:** Adopt AI systems to streamline administrative tasks, allowing staff to focus on core educational activities.
- **Checks on AI-Generated Work - Human Review:** While AI tools can assist in generating the content, the school recognizes the importance of human expertise in evaluating and assessing student work. Teachers will exercise their professional judgment in determining the quality and authenticity of AI-generated work.

- **Seek guidance when in doubt:** When students are unsure whether AI is appropriate for a particular assignment or project, they should seek guidance from their teacher or instructor.
- **Teachers may choose to use AI Levels:** They must classify assignments or projects as needed and should provide students with clear expectations for when AI is appropriate, permitted, or restricted. Teachers must be responsible for implementing the policy in their classrooms, including providing instruction on the ethical and responsible use of AI technologies
- **Incident Response Plan:** A comprehensive incident response plan will be in place to address and mitigate any potential data breaches promptly.
- **Update & Maintenance:** Regularly update and maintain the school's technology infrastructure for evolving AI integration needs.
- **Transparency:** Students and faculty must disclose this use clearly when using AI technologies in academic work. This includes specifying which parts of the work were generated by AI and which were the result of personal effort.

6. <u>Data Governance</u>

In line with KHDA's guidelines on data management our school commits to:

- **Data Protection:** Implementing robust measures to safeguard personal and sensitive data.
- **Data Minimization:** Collecting only necessary data for specific AI applications.
- **Access Control:** Restricting data access to authorised personnel only.

7. <u>Professional Development</u>

To ensure effective and responsible AI integration, the school will:

- **Training Programs:** Provide ongoing professional development for staff on AI tools and ethical considerations.
- **Resource Allocation:** Invest in resources that facilitate the understanding and application of AI in educational settings.
- **Continuous Improvement**: The school will continue to draw upon the latest research, guidance and evidence of best practice around AI. We recognise and acknowledge that whilst this is a fast-paced area of change, we have a duty and obligation to keep up to date as best we can and adjust policies and practices accordingly.

8. <u>Student and Parent Engagement</u>

Maintaining open communication channels, the school will:

- **Awareness Sessions:** Conduct workshops to inform students and parents about AI applications and their benefits, encourage students for the responsible usage of AI tools, and restricting student Wi-Fi access to prevent the misuse of AI tools for research tasks.
- **Feedback Mechanisms:** Establish platforms for stakeholders to express concerns or suggestions regarding AI usage.

9. <u>Monitoring and Evaluation</u>

To ensure the AI policy remains relevant and effective, the school will:

- **Regular Reviews:** Assess AI applications periodically to ensure they meet educational objectives and ethical standards.
- **Policy Updates:** Revise the AI policy as needed to align with technological advancements and regulatory changes.

10. <u>Compliance</u>

Adherence to this policy is mandatory for all members of the school community. Non-compliance may result in disciplinary actions following school regulations.

11. <u>Review Cycle</u>

This policy will be reviewed annually to ensure its effectiveness and alignment with KHDA guidelines and national strategies.

12. <u>Usage Restrictions</u>

AI applications should be used exclusively for educational and administrative purposes within the school environment. Any use of AI tools outside these contexts is prohibited to ensure alignment with the school's mission and ethical standards.