



مدرسة برستينر الخاصة  
PRISTINE PRIVATE SCHOOL

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## AI POLICY

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## I. PURPOSE

The purpose of this policy document is to establish guidelines for the ethical, secure, and responsible use of Artificial Intelligence (AI) technologies in our school community. It is designed to provide a framework for the appropriate use of AI technologies while ensuring that students' privacy, security, and ethical considerations are taken into account.

This policy establishes guidelines for the ethical, secure, and responsible use of Artificial Intelligence (AI) technologies in our school. It aims to provide a clear framework for incorporating AI into education while prioritising student privacy, security, and ethical considerations. The purpose is to ensure a balanced and inclusive integration of AI that enhances learning opportunities and upholds the values of our school community.

This policy document guides our students, staff, and school community on the ethical, secure, and responsible use of artificial intelligence (AI) in classroom instruction, school management, and systemwide operations. The potential advantages of artificial intelligence (AI) in education come with accompanying risks that require careful consideration and management. Thus, this policy document provides a clear framework for the appropriate use of AI technologies to ensure a balanced and inclusive integration that enhances learning opportunities and upholds school community values.

## II. SCOPE

This policy document applies to all members of our school community, including students, teachers, administrative staff, and other stakeholders who may use (or interact with) AI technologies (in our school community) in the school environment. It particularly covers generative AI technologies, such as Large Language Models.

It covers all AI systems used for education, administration, and operations, including generative AI technologies, such as Large Language Models (LLM). This policy document complements existing policies on technology use, data protection, academic integrity, and student support.

The following stakeholders are involved in the implementation of this policy: school leadership, teachers, administrative staff, students, and parents/guardians. The scope ensures a collective commitment to ethical, secure, and responsible AI use within our educational environment.

## III. POLICY STATEMENT

### 1. Clear statement of the school's commitment to ethical use of AI:

Our school is firmly committed to using AI technologies in an ethical, transparent, and responsible manner. We acknowledge that AI technologies have the potential to significantly enhance student learning and engagement, teacher effectiveness, and school operations but we also recognise the importance of protecting (student) privacy and ensuring that the use of these technologies is consistent with stringent ethical considerations.

### 2. Explanation of the importance of AI technologies to the school's mission:

The use of AI technologies in our school aligns with our mission to empower students to fulfil their potential and be successful global citizens. Our aim is to provide a high-quality education that prepares our students for success in the 21st century. AI technologies have the potential to support personalised learning and help teachers identify areas where students need extra support. They can also support research and writing activities and provide opportunities for students to develop skills related to critical thinking, problem-solving, and digital literacy.



#### IV. RESPONSIBILITIES

The following individuals and groups are responsible for the implementation and maintenance of this policy:

- School leadership: responsible for providing resources, guidance, and support for the implementation of the policy.
- Teachers: responsible for implementing the policy in their classrooms, including providing instruction on the ethical and responsible use of AI technologies.
- Administrative staff: responsible for ensuring that AI technologies are used in compliance with the policy, including data privacy and security policies.
- Students: responsible for using AI technologies in an ethical and responsible manner, as outlined in this policy.
- Parents/guardians: responsible for supporting their children's appropriate and ethical use of AI technologies in compliance with this policy.
- School Leadership: Oversight of the policy's implementation, providing resources, guidance, and support.
- Teachers: Implementation of the policy within classrooms, emphasizing ethical and responsible use of AI technologies through instruction.
- Administrative Staff: Ensuring compliance with the policy, including adherence to data privacy and security policies when utilizing AI technologies.
- Students: Adherence to ethical and responsible use of AI technologies as stipulated in this policy.
- Parents/Guardians: Supporting their children's adherence to the policy, ensuring appropriate and ethical use of AI technologies.

#### V. ETHICAL CONSIDERATIONS

- Privacy Protection: We prioritize (strongly emphasise) the confidentiality of student and staff data, obtaining informed consent for data usage.
- Fairness and Equity: Regular assessments and continuous monitoring (Continuous assessments and vigilant monitoring) ensure AI algorithms promote fairness and prevent discrimination.
- Informed Decision-Making: Stakeholders receive clear and explicit communication on AI capabilities, limitations, and ethical considerations, fostering an informed community.
- This AI policy underscores our commitment to responsible AI use, maintaining transparency, and being accountable for ethical considerations within our high school community.
- Continuous Improvement: Regular reviews will be conducted to align with technological advancements and evolving ethical standards.



- **Algorithmic Accountability:** Implement measures to ensure transparency and accountability in the decision-making processes of AI algorithms, especially when they impact students' academic progress or experiences.
- **Community Engagement:** Foster open dialogue with the school community about AI's ethical implications, encouraging feedback and collaboration in decision-making processes.

## VI. DATA PRIVACY AND SECURITY

### Data Privacy:

- **Confidentiality Assurance:** We prioritize and underscore the privacy of student and staff data, ensuring it is handled with the utmost confidentiality.
- **Informed Consent:** Informed consent will be obtained for any data collection, clearly communicating the purpose and scope of data usage.

### User Empowerment:

- **Privacy Education:** Robust Educational programs on data privacy will be integrated into the curriculum, empowering students and staff with knowledge.
- **Access Controls:** Strict access controls will be implemented to restrict data access to authorized personnel only, minimizing the risk of data breaches.

### Continuous Improvement:

- **Incident Response Plan:** A comprehensive incident response plan will be in place to address and mitigate any potential data breaches promptly.
- **Ongoing Monitoring:** Continuous and vigilant monitoring of data usage and storage will be conducted to identify and address any security vulnerabilities.
- **Data Retention Policy:** Implement a clear and defined data retention policy to ensure that data is not stored longer than necessary, aligning with privacy and security best practices.

## VII. ACCESS AND EQUITY

- **Responsibility Assignment:** Clear( Clearly defined )roles and responsibilities will be defined to ensure equitable access and usage of AI technologies.
- **Ethical Oversight Committees:** (Establishment of ethical oversight committees) An ethical oversight committee will to oversee policies, ensuring they align with principles of access and equity, and address concerns promptly.



## VIII. ACCEPTABLE USE

### Principles of Use :

- **Educational Purposes:** AI technologies within our high school are to be used primarily (exclusively and prominently) for educational purposes, enhancing the learning experience for students.
- **Responsible Use:** All users are expected to employ AI resources responsibly, respecting ethical standards, and considering the impact on others. While the use of AI varies depending on the context, such as classroom activity or assignment, teachers will clarify if, when and how AI tools will be used. The school system, in turn, will ensure compliance with relevant laws and regulations concerning data security and privacy.

### Student Guidelines:

- **Academic Integrity:** Students are expected to uphold academic integrity when using AI tools, ensuring that work is their own and citing sources appropriately.
- **Respect for Others:** AI interactions should be conducted with respect for others, promoting a positive and inclusive learning environment.

### Educator Responsibilities:

- **Curriculum Integration:** Educators are encouraged to integrate AI tools into the curriculum to enhance learning experiences and support diverse teaching methods.
- **Supervision:** Educators will provide appropriate supervision when students are engaging with AI technologies, ensuring responsible and safe use.

### Security and Privacy:

- **Data Protection:** All users must adhere to data privacy and security measures, respecting the confidentiality of student and staff information.
- **Reporting Security Concerns:** Any identified security concerns or potential issues related to AI use should be promptly reported to the designated authorities.

### School Management and Operations:

- **Communications:** School staff are advised to strictly observe data privacy and security guidelines when using AI tools to draft and refine communications within the school community or provide instant language translation.

### Equity Considerations:

- Ensure that the use of AI technologies aligns with principles of equity, providing equal opportunities for all students, and addressing any disparities in access or usage.



## IX. ACADEMIC INTEGRITY

### Principles of Academic Integrity:

- **Original Work:** Students are expected to produce authentic and original work when using AI tools, upholding the principles of academic honesty. Upholding academic integrity continues to be an expectation for students. When using AI tools, students are expected to honestly credit sources and tools while presenting their work for evaluation and feedback, ensuring the authenticity of their submissions.
- **Citation Practices:** Rigorous adherence to Proper citation of AI-generated content and sources is essential, ensuring transparency and acknowledgment of external contributions. Any AI-generated content must be appropriately cited, its use must be disclosed and explained. Students may choose to cite their use of an AI system using one of the following resources:
  - **MLA Style – Generative AI:** <https://bit.ly/MLA-generative-AI>
  - **APA Style – Chat GPT:** <https://bit.ly/apa-chat-gpt>
  - **Chicago Style – Generative AI:** <https://bit.ly/chicago-style-generative-ai>
- **AI Assistance:** AI tools may be used as studying assistant to prepare for assessments, such as exams or quizzes, but not in the context of completing exams or quizzes. Furthermore, brainstorming or preliminary research may be done with the aid of AI tools, but using AI to generate answers or complete assignments without proper citation is considered plagiarism.

### Educational Use:

- **Curricular Integration:** AI technologies should be integrated into the curriculum to enhance learning experiences, always aligning with educational goals.
- **Supervised Use:** Educators will provide guidance and supervision to ensure students understand and adhere to academic integrity standards when utilizing AI resources.

### Preventing Plagiarism:

- **AI Awareness:** Students will be educated about the risks of plagiarism when using AI, promoting responsible and ethical AI use. Students are prohibited from presenting AI-generated work as their own original submissions. Teachers will explicitly communicate about when and how AI tools may be used to complete assignments and may modify assignments to minimise or reduce opportunities for plagiarism by emphasizing the inclusion of personal context, original arguments, or unique data collection. Existing procedures related to potential violations of our Academic Integrity Policy will continue to be applied.
- **Tool Limitations:** Understanding the limitations of AI tools will be emphasized to prevent unintentional misuse and ensure accurate academic representation.

### Reporting Violations:

- **Anonymous Reporting:** Mechanisms for reporting academic integrity violations related to AI use will be established, allowing for anonymous reporting to encourage accountability.
- **Educator Responsiveness:** Educators will promptly address and investigate reports of academic integrity violations related to AI use, fostering a culture of responsibility.



#### Continuous Education:

- Implement ongoing educational initiatives for students and educators about evolving AI technologies, ethical considerations, and best practices to ensure a proactive approach to maintaining academic integrity.

#### X. CURRICULUM INTEGRATION

- Integration of AI Tools: Educators are encouraged to integrate AI tools into the curriculum, fostering enhanced learning experiences and supporting diverse teaching methods.
- Interdisciplinary Connections: Explore opportunities for interdisciplinary connections, enabling the seamless integration of AI across various subjects.
- Real-world Application: Illustrate practical and real-world applications of AI within the curriculum, connecting theoretical concepts to industry relevance.
- Professional Development: Provide educators with continuous professional development opportunities to enhance their proficiency in using AI tools effectively.
- Collaborative Strategies: Encourage collaboration among educators to share best practices, lesson plans, and successful strategies for integrating AI effectively.
- Hands-on Learning: Design learning activities that actively engage students with AI technologies, providing hands-on experiences to enhance understanding.
- Feedback Mechanism: Establish a feedback mechanism for educators to share insights, challenges, and successes in integrating AI, fostering a culture of continuous improvement.
- Equitable Access: Ensure all educators have equitable access to training resources, tools, and support for effective curriculum integration of AI technologies.

#### XII. ACCURACY AND CREDIBILITY

##### Ensuring Reliable AI Outputs:

- Data Quality: High-quality, accurate data will be used for training AI models, regularly updated to reflect current and relevant information.
- Algorithmic Precision: Our AI algorithms emphasize and priorities accuracy and precision, with continuous monitoring and fine-tuning for optimal performance.

##### Cultivating Critical Thinkers:

- Source Evaluation: Students will develop critical thinking skills to evaluate the credibility of AI-generated information, distinguishing reliable sources from unreliable ones.
- Explainability: AI systems will provide clear explanations for their decisions, fostering user understanding and trust. Users are encouraged to seek clarification on AI-generated results when needed.





### XIII. TECHNOLOGY INFRASTRUCTURE

- **Up-to-date Systems:** Regularly update and maintain the school's technology infrastructure for evolving AI integration needs.
- **Network Security:** Implement robust measures to secure networks against cyber threats and unauthorized access.
- **Scalability:** Design infrastructure to be scalable, accommodating growth in AI applications.
- **Compatibility:** Ensure seamless integration between existing systems and AI technologies.
- **Resource Allocation:** Allocate resources for hardware, software, and technical support to sustain AI systems.
- **Training and Support:** Provide ongoing training for IT staff to manage AI-related technology effectively.
- **Data Storage and Management:** Establish secure systems for efficient handling of increased AI-generated data.
- **Backup and Recovery:** Implement regular backup procedures and robust recovery mechanisms for AI-related data.
- **Compliance:** Ensure technology infrastructure complies with data protection and privacy regulations.
- **Accessibility:** Guarantee inclusive access to technology infrastructure for all school community members.

### XIV. COMMUNITY ENGAGEMENT

#### Showcasing Achievements:

- **Student Showcases:** Opportunities for students to showcase AI-related projects and celebrate their AI-related projects and achievements, fostering a sense of pride and community engagement.
- **Parent-Teacher Conferences:** Dedicated sessions during parent-teacher conferences will provide updates on AI integrations, encouraging dialogue and addressing any concerns or inquiries.

#### Collaborative Initiatives:

- **Community Partnerships:** Collaborations with local organizations and businesses will be explored, creating opportunities for real-world applications of AI in the community.
- **Community-Led Projects:** Initiatives will be undertaken to involve the community in AI-related projects, promoting collaboration and mutual learning.
- **Public Forums:** Organise public forums or webinars to engage a wider audience, sharing insights into the school's AI initiatives and fostering a sense of transparency and inclusivity.



## XV .STUDENT DEVELOPMENT

AI Literacy Programs: Implement structured AI literacy programs to equip students with essential knowledge and skills for understanding and engaging with AI technologies.

- **Critical Thinking Development:** Integrate AI tools in curricular activities that promote critical thinking, problem-solving, and ethical decision-making skills among students.
- **Hands-on Learning Opportunities:** Provide hands-on learning experiences, encouraging students to actively engage with AI technologies and develop practical skills.
- **Career Guidance:** Offer guidance and resources to students interested in AI-related fields, fostering awareness of potential career paths and opportunities.
- **Ethical AI Use Education:** Educate students about the ethical use of AI, emphasizing responsible practices and ethical considerations in their interactions with AI technologies.
- **Inclusive Learning Environment:** Ensure that AI integrations contribute to an inclusive learning environment, accommodating diverse learning styles and abilities.
- **Student Feedback Mechanism:** Establish a mechanism for students to provide feedback on AI-related experiences, encouraging their active participation in the ongoing improvement of AI initiatives.

## XVI. COLLABORATION WITH INDUSTRY

- **Partnerships with Tech Companies:** Forge partnerships with technology companies to stay abreast of industry trends, gain access to cutting-edge AI technologies, and facilitate valuable learning opportunities.
- **Internship Programs:** Establish internship programs in collaboration with industry partners, providing students with real-world exposure to AI applications and fostering practical skills development.
- **Guest Lectures and Workshops:** Arrange guest lectures and workshops by industry experts, offering insights into the latest advancements in AI and connecting students with professionals in the field.
- **Industry-Academia Events:** Organize events that bring together educators, students, and industry professionals, fostering a collaborative environment for knowledge exchange and networking.
- **Curriculum Alignment:** Collaborate with industry experts to align the curriculum with industry needs, ensuring students are well-prepared for AI-related careers.
- **Research Collaborations:** Facilitate collaborative research projects between students, educators, and industry professionals, promoting innovation and contributing to the advancement of AI knowledge.
- **Professional Development Opportunities:** Provide educators with opportunities for professional development through collaborations with industry partners, keeping them informed about industry practices and incorporating the latest advancements into teaching methodologies.



## XVII. RISK MANAGEMENT

- Risk Assessment: Conduct regular risk assessments to identify potential challenges and vulnerabilities associated with AI technologies within the school environment.
- Data Security Measures: Implement robust data security measures to protect sensitive information, ensuring compliance with data protection regulations and safeguarding against potential breaches.
- Contingency Planning: Develop contingency plans to address potential disruptions in AI systems, ensuring quick recovery and minimal impact on educational activities.
- Ethical Guidelines: Establish clear ethical guidelines for the use of AI technologies, outlining acceptable practices and behaviors to mitigate ethical risks and concerns.
- Compliance Monitoring: Regularly monitor and ensure compliance with legal and regulatory requirements related to AI use in education.
- User Training: Provide comprehensive training for all users, including students, educators, and staff, to enhance awareness of potential risks and promote responsible AI use.
- Incident Response Protocol: Develop and communicate an incident response protocol to address any unforeseen issues promptly and effectively.
- Documentation and Transparency: Maintain clear documentation of AI processes and systems, fostering transparency and accountability in risk management practices.
- Regular Audits: Conduct periodic audits of AI systems and processes to evaluate their effectiveness, identify areas for improvement, and ensure ongoing risk mitigation.

## XVIII. COMMUNICATION

- Stakeholder Engagement: Foster open communication with all stakeholders, including students, parents, educators, and staff, to ensure transparency in AI initiatives.
- Regular Updates: Provide regular updates on AI integration, highlighting achievements, addressing concerns, and maintaining an informed school community.
- Feedback Mechanism: Establish a feedback mechanism to encourage the school community to share insights, questions, and concerns related to AI technologies.
- Clear Communication Channels: Ensure clear and accessible communication channels, facilitating easy access to information about AI policies, guidelines, and developments.
- Training Sessions: Conduct training sessions and workshops to enhance understanding and awareness of AI among stakeholders.
- Collaborative Decision-Making: Involve stakeholders in the decision-making process related to AI policies, fostering a sense of inclusivity and shared responsibility.
- Responsive Communication: Address queries and concerns promptly, demonstrating a commitment to effective communication and building trust within the school community.



### **XIX. REVIEWING AND UPDATING THE POLICY**

- **Regular Assessments:** The AI policy for our high school will undergo regular assessments to ensure its relevance, effectiveness, and alignment with emerging educational and technological trends.
- **Technology Advancements:** The policy will be updated to reflect technological advancements in AI, ensuring that it remains at the forefront of ethical and responsible usage.
- **Transparency in Changes:** Any updates or modifications to the policy will be communicated transparently to all stakeholders, maintaining an open and inclusive approach to policy development.

By incorporating these principles, Pristine Private School's AI policy remains dynamic and responsive, continually evolving to meet the ethical, technological, and educational demands of the learning environment.

<b>Policy Details</b>	<b>AI Policy</b>
<b>Version Date</b>	<b>August 2024</b>