

SCHOOL AI POLICY FOR STUDENTS & TEACHERS

Responsible, Ethical and Future-Ready Use of Artificial Intelligence in Education

1. Policy Statement

As education evolves in an increasingly AI-enabled world, our responsibility is not simply to teach students how to use technology, but to help them understand when, why and whether to use it. At our school, we believe that the goal of education is to develop thoughtful, capable and ethical individuals. While Artificial Intelligence can provide information, generate ideas and support learning, it cannot replace human imagination, character, wisdom or personal experience. These remain at the heart of every learner's growth. We encourage students to use AI as a tool for exploration and learning while continuing to value independent thinking, originality, perseverance and academic honesty. This policy provides a framework for balancing the opportunities offered by AI with the essential human skills that will continue to shape successful and responsible citizens of the future.

2. Policy Philosophy

Our school believes that education is not measured by how quickly answers are produced but by how deeply students understand, question, create, collaborate, and reflect. Artificial Intelligence is a powerful educational tool, but meaningful learning continues to depend on human curiosity, perseverance, ethical judgment, and creativity. This policy is built on the belief that AI should augment human intelligence rather than replace it.

3. Purpose

The purpose of this policy is to:

- Promote safe, ethical and responsible use of AI.
- Develop AI literacy among students.
- Protect academic integrity and authenticity of student work.
- Ensure balanced development of human intelligence and critical thinking.
- Provide clear guidance to students, teachers and parents regarding acceptable and unacceptable use of AI tools.
- Protect privacy, data security and digital wellbeing.
- Prepare students for an AI-enabled future while maintaining strong human values.

4. Vision

The School aspires to develop learners who are:

- AI-literate and technologically confident.
- Ethical and responsible digital citizens.
- Independent thinkers and problem solvers.
- Creative and innovative contributors.
- Reflective, resilient and self-directed learners.
- Prepared for higher education, careers and responsible citizenship in an AI-driven world.

5. Scope

This policy applies to all students and covers:

- Classroom learning
- Homework and assignments
- Projects and research work
- Presentations
- Laboratory work
- Coding and technology activities

- Co-curricular and enrichment programmes
- Online learning environments
- School-managed devices and networks
- Personal devices used for school-related work

The policy applies whether AI tools are accessed within or outside school premises.

6. Definitions

- **Artificial Intelligence (AI)**

Technologies and computer systems that are designed to perform tasks commonly associated with human intelligence, such as understanding language, analysing information, recognising patterns, solving problems, making recommendations and generating content.

- **Generative AI**

AI systems capable of creating new content such as:

- Text
- Images
- Audio
- Video
- Presentations
- Computer code
- Designs and graphics

- **AI Tool**

Any application, platform or software that uses AI technologies to assist users.

- **AI-Assisted Work**

Any academic work in which AI has contributed to researching, drafting, editing, organising, analysing or generating content.

- **AI Disclosure**

A declaration by the student explaining how AI was used during the completion of a task.

Example:

AI Tool Used: ChatGPT

Purpose: Brainstorming ideas and improving grammar.

Student Contribution: Research, analysis, conclusions, and final writing completed independently.

- **Academic Integrity**

The commitment to honesty, authenticity, fairness, responsibility and ethical conduct in all academic work.

7. Principles Guiding AI Use

The School's AI framework is based on the following principles:

7.1 Human Intelligence Comes First

AI is a valuable learning tool, but it cannot replace human curiosity, critical thinking, creativity or judgement. Students should use AI to enhance their learning while continuing to develop their own knowledge, skills and understanding.

7.2 Human-AI Partnership

AI can support brainstorming, research, drafting and refinement throughout the learning process. However, the final outcome should reflect the student's own thinking, decisions, understanding and intellectual contribution.

7.3 Transparency

Students are expected to be honest and open about their use of AI. When required, AI assistance should be appropriately acknowledged to ensure transparency and academic integrity.

7.4 Accountability

Students remain responsible for all work submitted in their name, regardless of the tools used to create it. They must be able to explain, justify and take ownership of the content they present.

7.5 Ethical Use

AI must be used in ways that are respectful, fair and responsible. Students should avoid any use of AI that promotes dishonesty, harm, discrimination, misinformation or misuse of technology.

7.6 Privacy and Safety

Students must protect their own privacy and respect the privacy of others. Personal, confidential or sensitive information should never be shared with AI tools without appropriate permission.

7.7 Human Judgement Prevails

AI may provide suggestions, insights or recommendations, but it can make mistakes and produce inaccurate information. Human judgement, teacher guidance and critical evaluation should always guide final decisions and actions.

8. Human Intelligence Development Framework

The School believes that education should cultivate the uniquely human capabilities that enable individuals to thrive in an increasingly AI-enabled world. While AI can support learning and productivity, essential human qualities such as judgement, creativity, empathy and critical thinking remain at the heart of meaningful learning and personal growth.

Learning experiences will intentionally foster the development of:

- Critical Thinking
- Creativity
- Communication
- Collaboration
- Curiosity
- Ethical Reasoning
- Decision-Making
- Problem Solving
- Metacognition
- Resilience
- Adaptability
- Empathy
- Leadership

To support the development of these competencies, students will be asked to engage in activities that requires them to explain their thinking, justify their choices, reflect on their learning process, participate in discussions, present ideas orally, collaborate with peers, and demonstrate how they have evaluated and improved AI-assisted work. The goal is not to restrict the use of AI, but to ensure that students continue to develop the human capabilities that AI cannot replace.

9. Balanced Cognitive Development

Students are expected to engage in productive brainstorming before consulting AI.

Learning requires:

- Thinking independently
- Making mistakes
- Revising work
- Reflecting on feedback
- Developing original perspectives

The School recognises that excessive dependence on AI may weaken critical thinking and therefore encourages balanced usage.

10. The THINK Framework: Human Intelligence in an AI World

The School believes that effective learning in the age of Artificial Intelligence is not defined by avoiding AI, but by engaging with it thoughtfully, critically and responsibly. Students are encouraged to use AI as a learning partner while ensuring that human understanding, judgement and creativity remain central to the learning process. The **THINK Framework** guides students in transforming AI-generated information into meaningful learning and original work.

T - Think with Purpose

Begin by identifying the learning goal, question or challenge. Before interacting with AI, students should consider what they already know, what they need to learn and how AI might support the process.

H - Harness AI Responsibly

Use AI to explore ideas, gather perspectives, clarify concepts, generate drafts or receive feedback. Students should view AI as a tool for support and exploration rather than a source of final answers.

I - Investigate and Verify

AI-generated information should not be accepted automatically. Students are expected to question, evaluate and verify outputs using credible sources, evidence and independent reasoning.

N - Navigate with Human Judgement

Students should analyse AI outputs, make informed decisions and apply their own understanding to determine what is useful, relevant and appropriate.

K - Keep it Your Own

The final product should reflect the student's own voice, understanding and intellectual contribution. Students must adapt, refine, personalise and improve AI-assisted work to demonstrate genuine learning, originality and academic integrity.

11. Understanding AI Limitations

Students should recognise that AI may:

- generate inaccurate information
- fabricate references or facts
- reflect bias present in training data
- provide outdated information
- lack human judgement and context
- produce convincing but incorrect responses

Students must verify AI-generated information using credible sources before relying on it.

12. The AI Learning Zones

To help students make informed decisions about AI use, the School identifies three Learning Zones that describe the role AI may play in different learning experiences.

Exploration Zone

AI is welcomed as a learning partner.

Students may use AI to:

- Understand concepts
- Brainstorm ideas
- Practise skills
- Receive feedback
- Organise information
- Revise and prepare for assessments

Purpose: AI helps students learn.

Collaboration Zone

AI may be used with teacher guidance and active student involvement.

Students may use AI for:

- Research support
- Draft development
- Project planning
- Data analysis
- Presentation design
- Creative exploration

Purpose: AI helps students create and improve.

Ownership Zone

Students must rely primarily on their own knowledge, thinking and reflection.

Examples include:

- Examinations
- Oral assessments
- Personal reflections
- Independent writing
- AI-Free tasks

Purpose: Students demonstrate their own learning and understanding.

13. Academic Integrity and Authenticity

Students must:

- Produce authentic work.
- Understand all submitted content.
- Acknowledge AI assistance where required.
- Avoid misrepresenting AI-generated content as entirely their own.

The following are considered violations:

- Submitting fully AI-generated assignments as personal work.
- Fabricating references through AI.
- Using AI to cheat during assessments.

- Presenting AI-generated answers without understanding them.
- Concealing substantial AI assistance.

Teachers may request:

- Draft versions
- Planning notes
- Research logs
- Oral explanations
- Process evidence
- In-class demonstrations of learning

14. Acceptable Use of AI

Examples include:

- Clarifying difficult concepts
- Practicing examination questions
- Receiving feedback on writing
- Developing study schedules
- Generating revision quizzes
- Improving language proficiency
- Learning coding concepts
- Exploring research topics
- Supporting creativity and innovation

15. Unacceptable Use of AI

Students must not use AI for:

- Academic dishonesty
- Plagiarism
- Cheating
- Impersonation of others
- Creating deepfakes
- Harassment or cyberbullying
- Spreading Misinformation
- Hate speech
- Copyright infringement
- Sharing confidential information
- Generating harmful or inappropriate content

Circumventing school policies

16. Privacy, Data Protection and Security

Students must never upload:

- Student records
- Staff information
- Phone numbers
- Personal addresses
- Passwords
- Financial information
- Medical information
- Photographs without consent

Students are expected to:

- Protect their own personal information.
- Respect the privacy of others.
- Never upload another person's data, images or work without permission.
- Use AI responsibly when handling information.
- Think before sharing anything with an AI tool.

17. Roles and Responsibilities

Students shall:

- Follow all policy requirements.
- Exercise honesty and integrity.
- Verify AI-generated information.
- Use AI responsibly.
- Disclose AI use when required.
- Protect personal and school data.

Teachers shall:

- Define acceptable AI use for tasks.
- Educate students on Overdependence on AI
- Model responsible AI practices.
- Monitor student compliance.

Parents and Guardians are encouraged to:

- Support balanced technology use.
- Encourage independent thinking.
- Discuss responsible AI practices at home.
- Partner with the school in promoting ethical digital citizenship.

18. Monitoring and Compliance

The School will monitor AI use in accordance with applicable laws and regulations.

Concerns regarding misuse may be investigated through:

- Review of submitted work
- Digital records
- Oral questioning
- Academic integrity procedures

19. The Five Golden Rules

- 1. Think First. Prompt Second.**
- 2. Verify Everything AI Says.**
- 3. Be Honest About AI Use.**
- 4. Protect Privacy and Respect Others.**
- 5. Let AI Support Your Intelligence, Never Replace It.**

20. Our Commitment

We believe the future belongs not to those who use AI the most, but to those who think the best. Our goal is to develop learners who are intellectually curious, ethically grounded, creatively confident, and capable of using Artificial Intelligence with wisdom, responsibility, and purpose. AI will always remain a tool in service of human learning, not a substitute for it.