مدرستنا الثانوية الإنجليزية ، الشارقة - بنات
Our Own English High School, Sharjah-Girls

GEMS EDUCATION

OOS Artificial Intelligence (AI) Policy

Implemented : November 2024

Reviewed : May 2026

Next Review : May 2027

Compiled by : SLT & SMT

Approved by: Ms. Asma Gilani, Principal & CEO

1. Preamble

Artificial Intelligence (AI) is increasingly shaping the way we learn, teach, assess, and manage educational processes. The school recognises the potential of AI to enhance teaching and learning while reaffirming that **human judgement, ethical values, and child safety remain central**.

This policy sets out clear expectations for the **ethical, safe, transparent, and responsible use of AI** by staff and students, ensuring alignment with **CBSE directives, NEP 2020, NCF-SE 2023**, and organisational safeguarding requirements, including principles outlined in the GEMS Education MENASA ICT - AI Policy **POLIT0040 AI Policy**.

2. Purpose of the Policy

The purpose of this policy is to:

- Promote **responsible and ethical use of AI** in education.
- Support teaching and learning while **preventing misuse or over-dependence** on AI tools.
- Protect **student data, privacy, and wellbeing**.
- Ensure compliance with **CBSE CT & AI curriculum expectations** and child-safeguarding norms referenced in the **GEMS Safeguarding policy**

3. Scope

This policy applies to:

- All **students (KG to XII, as applicable)**.
- All **teaching and non-teaching staff**.
- Use of AI tools during **classroom instruction, assessments, projects, lesson planning, feedback, research, and administrative work**.

4. Definition of AI

Artificial Intelligence refers to digital tools or systems capable of:

- Generating content (text, images, audio, video),
- Analysing data or patterns,
- Supporting decision-making or personalised learning.

Examples include AI chatbots, adaptive learning platforms, recommendation systems, and automated content generators.

5. Guiding Principles

AI use in the school shall be guided by the following principles:

- **Human-led learning**: AI supports teachers; it does not replace pedagogy or professional judgement.
- **Ethical use**: Fairness, transparency, and accountability must be upheld.
- **Age appropriateness**: AI use must match students' developmental and cognitive levels.
- **Equity and inclusion**: AI should not disadvantage or exclude any learner.
- **Safety and safeguarding first**: Child protection and wellbeing remain paramount.

6. Acceptable Use of AI

For Teachers

Teachers may use AI tools to:

- Support lesson planning, differentiation, and resource creation.
- Generate ideas, exemplars, or practice questions (with teacher review).

- Assist with formative feedback and reflective practice.

Teachers must ensure:

- AI-generated content is **reviewed, verified, and adapted**.
- Personal or sensitive student data is **never uploaded** to external AI tools.
- AI is not used to replace professional assessment or judgement.

For Students

Students may use AI tools **only when explicitly permitted by the teacher** for:

- Research support and idea generation.
- Skill practice or guided exploration aligned to learning objectives.
- AI literacy activities under the CBSE CT & AI framework.

Students **must not**:

- Submit AI-generated work as their own without disclosure.
- Use AI during assessments unless explicitly authorised.
- Use AI to bypass learning, plagiarise, or access inappropriate content.

7. Academic Integrity

- AI-assisted work must be **clearly acknowledged** where applicable.
- Misrepresentation of AI-generated content as original student work will be treated as **academic misconduct**.
- Assessment guidelines will explicitly state whether AI use is permitted.

8. Data Privacy and Security

- No student names, images, personal identifiers, or assessment data may be entered into unauthorised AI platforms.
- Only **school-approved digital platforms** may be used.
- Data protection expectations align with UAE regulations and organisational safeguarding policies.

9. Safeguarding and Online Safety

- AI tools that generate harmful, biased, or inappropriate content are strictly prohibited.
- Any AI-related safeguarding concerns must be reported immediately to the **Designated Safeguarding Lead (DSL)** and Digital Deputy Designated Safeguarding Lead (DDDSL)
- AI use must align with online safety guidance addressing **content, contact, conduct, and commerce risks** as outlined in safeguarding policies.

10. Training and Awareness

- Staff will receive periodic guidance on **ethical and safe AI use**.
- Students will be progressively educated on **AI literacy, ethics, limitations, and responsible use**, in line with CBSE CT & AI curriculum expectations.

11. Monitoring and Review

- AI use in the school will be monitored by the **SLT and Academic Leadership Team**.
- This policy will be **reviewed annually** or earlier if directed by CBSE or regulatory authorities.

12. Non-Compliance

Failure to comply with this policy may result in:

- Academic consequences for students.
- Disciplinary procedures for staff, in line with school and organisational policies.

13. Conclusion

The school embraces Artificial Intelligence as a powerful educational tool while remaining firmly committed to **ethical practice, human oversight, child safety, and academic integrity**. Responsible AI use will empower learners and educators while safeguarding the core values of education.