



مدرسة وودللم بارك

Woodlem Park School

Al-Hamidiya, Ajman

[www.woodlemparkhamidiya.ae](http://www.woodlemparkhamidiya.ae)

# ARTIFICIAL INTELLIGENCE (AI) POLICY



Policy Name	AI Policy	Policy No.	WPSH_PLC_101
Effective Date	April 2026	Date of Last Review	10 <sup>th</sup> March 2026
Date of Next Review	March 2027	Person-in-Charge	Ms. Phultuli Sarkhel

## 1. Introduction

Artificial Intelligence (AI) is becoming an important part of modern education and the future workplace. Our school recognizes that AI can support learning, creativity, problem solving, and innovation when used responsibly.

This policy provides guidelines for the **safe, ethical, and responsible use of AI tools** by students, teachers, and staff within the school.

The policy supports:

- **CBSE academic standards**
- **Responsible digital citizenship**
- **UAE data protection and cybersecurity laws**
- **Safe use of technology in education**

AI is intended to **support learning and teaching**, not replace human thinking, creativity, or academic effort.

## 2. Scope of the Policy

This policy applies to:

- Students (Grades 1–10)
- Teachers
- School staff
- IT personnel
- Visitors or external partners using school technology
- Parents supporting learning at home

The policy applies when AI tools are used on:

- School computers or devices
- Personal devices used for schoolwork
- The school network or internet
- School assignments, projects, or assessments
- The school's **AI Laboratory**

### 3. What is Artificial Intelligence?

For the purpose of this policy:

**Artificial Intelligence (AI)** refers to computer systems that can perform tasks that normally require human intelligence, such as writing text, analysing data, generating images, answering questions, or assisting with coding.

Examples of AI tools may include:

- Writing assistants
- Coding assistants
- Image generation tools
- Research assistants
- Chat-based AI learning tools

### 4. Purpose of Using AI in School

The school encourages the responsible use of AI to support:

- Creative thinking
- Research and inquiry
- Problem solving
- Coding and technology learning
- Language development
- Personalised learning support

Students should use AI as a **learning assistant**, not as a shortcut to complete work without understanding.

### 5. Acceptable Use of AI

Students and staff may use AI tools for educational purposes such as:

- Brainstorming ideas for projects
- Getting explanations of difficult concepts
- Practicing coding and debugging programs
- Language learning, grammar, and translation support
- Research assistance (information must always be verified)
- Creating practice quizzes or study guides
- Supporting teachers with lesson planning or instructional materials

All AI-generated content must be **reviewed and understood by the user before submission or use.**

## 6. Unacceptable Use of AI

The following uses are strictly prohibited:

- Submitting AI-generated work as your own without acknowledgement
- Using AI during **tests or examinations unless allowed by the teacher**
- Uploading **confidential school or student information** to AI tools
- Creating **deepfakes or impersonating another person**
- Generating **harmful, offensive, or inappropriate content**
- Using AI for **cyberbullying or harassment**
- Using AI to bypass learning tasks assigned by teachers

Any misuse of AI will be treated as a **disciplinary issue**.

## 7. Academic Integrity

AI should support the learning process but must **not replace student effort or understanding**.

Teachers may allow AI use for certain assignments, but students may be required to:

- Mention the AI tool used
- Explain how AI helped them
- Show their drafts or thinking process
- Demonstrate their understanding of the final work

Failure to follow these guidelines may be considered **academic misconduct**.

## 8. AI Laboratory (AI Lab) Guidelines

The school has established an **Artificial Intelligence Laboratory (AI Lab)** to support learning in emerging technologies such as:

- Artificial Intelligence
- Machine Learning
- Robotics
- Data Science
- Coding and automation

The AI Lab is intended for **guided learning and supervised experimentation**.

Students using the AI Lab must follow these rules:

- Use AI tools only for **educational purposes approved by teachers**
- Follow all **instructions given by the AI Lab teacher or supervisor**
- Do not install or download software without permission

- Do not attempt to modify system settings or security features
- Respect all equipment, devices, and software
- Do not access inappropriate or unrelated content
- Save work only in assigned folders or platforms

Food, drinks, or misuse of equipment are not allowed in the AI Lab.

Students who misuse the AI Lab may **lose lab privileges**.

## 9. Data Privacy and Safety

Protecting personal information is a priority for the school.

Students and staff must:

- Never upload **personal or confidential school data** into AI tools
- Avoid sharing **student records, grades, or contact information**
- Use **school-approved AI platforms whenever possible**
- Follow the school's **cyber safety and digital citizenship guidelines**

Younger students may require **parental consent** for certain AI-based learning tools.

## 10. Responsible and Ethical Use

All users must practice responsible digital behaviour.

Users should:

- Verify information generated by AI before using it
- Avoid spreading misinformation
- Respect intellectual property and copyright
- Use AI in a respectful and ethical manner
- Be aware that AI systems may sometimes produce incorrect information

AI should help users **learn better, think critically, and explore new ideas**.

## 11. Responsibilities of Teachers and Staff

Teachers and staff must guide students in responsible AI use.

Their responsibilities include:

- Explaining when AI tools can or cannot be used
- Monitoring student use of AI during learning activities
- Protecting student privacy and data
- Encouraging ethical digital behaviour

- Participating in training related to AI and digital learning

Teachers should help students understand both the **benefits and limitations of AI**.

## 12. Training and Awareness

To support responsible use of AI, the school will organize:

- AI awareness sessions for students
- Professional development workshops for teachers
- Orientation sessions for parents when needed
- Training for safe and ethical technology use

The school may also introduce **AI literacy concepts within the curriculum**.

## 13. Violations and Consequences

Failure to follow this policy may result in disciplinary action.

For Students, consequences may include:

- Warning
- Re-submission of work
- Loss of marks
- Parent notification
- Temporary suspension from technology or AI Lab access
- Suspension in serious cases

For Staff:

- Formal warning
- Review meeting with school leadership
- Disciplinary action as per school policies

Serious violations involving **data misuse or cyber misconduct** may also be subject to **UAE laws and regulations**.

## 14. Policy Review

This policy will be reviewed **once every year** or earlier if necessary to reflect:

- Changes in technology
- Updates in CBSE guidelines
- UAE education or cybersecurity regulations
- Feedback from teachers, students, and parents

## Student & Parent AI Acceptable Use Agreement

### ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE AGREEMENT

This agreement outlines the expectations for students using Artificial Intelligence (AI) tools as part of their learning at school.

The purpose of using AI in school is to support **learning, creativity, and problem-solving**, while maintaining **academic honesty and responsible digital behavior**.

#### Student Responsibilities

When using AI tools, I agree to:

1. Use AI tools only for **educational purposes**.
2. Follow all **instructions provided by my teachers** regarding AI use.
3. **Not submit AI-generated work as my own** without permission or acknowledgement.
4. Clearly mention when an **AI tool has been used to assist my work**, if required by the teacher.
5. **Not upload personal or confidential school information** into AI tools.
6. Use AI tools in a **respectful and responsible manner**.
7. **Not generate harmful, offensive, or inappropriate content** using AI.
8. Follow all **school rules when using the AI Lab or school technology**.

I understand that misuse of AI tools may result in **disciplinary action according to school policies**.

#### Parent/Guardian Support

Parents and guardians are encouraged to:

- Support responsible and ethical use of AI at home
- Encourage students to complete their own work and use AI as a **learning support tool**
- Discuss digital safety and responsible technology use



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## Agreement

By signing below, we confirm that we understand and agree to follow the school's AI guidelines.

**Student Name:**

\_\_\_\_\_

**Parent / Guardian Name:**

\_\_\_\_\_

**Grade / Section:**

\_\_\_\_\_

**Parent / Guardian Signature**

*Spinson*

Principal