

AI POLICY

Policy Owner	SLT
Approved by	Ms Sapna Changrani (Head of School)
Review Date	July 2026
Next Review Due	July 2027
Circulation	All Staff, Students, Parents; School Website; KHDA Inspection File

1. PURPOSE AND VISION

Dubai Scholars embraces AI as a tool to enhance learning, foster innovation, and prepare students for the digital future. This policy ensures that AI is used ethically, safely, and in a way that upholds the integrity and values of our school and aligns with the UAE's National Strategy for Artificial Intelligence 2031. It is operationalised through the Dubai Scholars AI Integration Action Plan, ensuring that strategic implementation is embedded across curriculum, infrastructure, and staff development.

2. SCOPE

This policy applies to all staff, students, parents, and external vendors engaging with AI technologies within the school context.

3. GUIDING PRINCIPLES

A. Ethical and Safe Use

- Align all AI usage with UAE MoE ethical AI standards.
- Ensure AI tools are age-appropriate, bias-aware, and support student wellbeing.
- Action Plan Link: Ethical guidance and digital wellbeing embedded in CPD and student modules.

B. Human Oversight

- Teachers retain final responsibility for teaching decisions.
- AI is to augment—not replace—educational judgment.
- Action Plan Link: Pilot evaluations require explicit reflection on pedagogical autonomy.

C. Privacy and Data Protection

- No identifiable student data may be entered into open AI platforms.

- Use only platforms approved by the school's data protection lead.
- Action Plan Link: All tools reviewed under infrastructure and acceptable use protocols.

D. Transparency and Accountability

- Students and staff must disclose when AI tools are used.
- Parents are informed of AI tool use and consent is collected where appropriate.
- Action Plan Link: Part of curriculum and policy communication framework.

4. Acceptable Use

Staff May Use AI For:

- Lesson planning (ideas, inspiration, draft generation)
- Feedback drafting (with human oversight)
- Data analysis (non-sensitive) - Any AI-supported data analysis involving students should only use approved school systems.
- Administrative support (emails, reports)

Students May Use AI For:

- Guided research or simulations under supervision
- Project-based tasks, coding, or innovation work
- Participation in AI clubs or competitions

Prohibited Uses:

- Using AI to complete assessments without teacher approval
- Submitting AI-generated content as original work
- Entering personal or sensitive data into non-approved tools
- deepfakes
- unauthorised AI-generated images/videos of students or staff
- student or staff impersonation
- fake school communications
- misuse of student voice/image
- cyberbullying or harassment
- uploading confidential school material
-

5. ROLES AND RESPONSIBILITIES

Role	Responsibility
SLT & AI Coordinator	Lead AI integration, ensure compliance
Teachers	Embed ethical AI use in lessons
AI Champions	Mentor peers, model best practices, lead training sessions, support pilot projects, provide feedback on tools and policy alignment
Students	Use AI responsibly, uphold honesty
Parents	Stay informed, reinforce values at home

AI Champions – 2026–2027

Dubai Scholars has appointed **five AI Core Champions** across the school to lead and support AI integration:

- **Aisha**
- **Misbah**
- **Francis**
- **Zeenath**
- **Kimberley**

AI Champions – 2026–2027 will liaise with the AI Champions and contribute in the successful implementation, monitoring and use of AI across all departments in the school.

- **Foundation Stage - Rachna**
- **KS1 - Diksha**
- **KS2 - Sumaiya**
- **Years 7 – 10 - Huzefa**
- **Years 11 – 13 – Sharmin**
- **Performing Arts – Aditya**
- **Physical Education – Lorenta**
- **Inclusion - Shreya**
- **Admin - Muneeb**

These educators serve as the bridge between classroom practice and strategic direction, supporting implementation, staff coaching, and monitoring safe and effective use of AI technologies.

- **Action Plan Link:** Roles above aligned with implementation tiers, CPD leadership, and monitoring structure.

6. RISK AND TOOL MANAGEMENT

- All AI tools must be reviewed using the school's AI Risk and Bias Evaluation checklist.
- No tool may be used without prior SLT and data protection lead approval.
- Action Plan Link: Linked to Step 6 of the Action Plan—Infrastructure and digital environment setup.

7. CURRICULUM INTEGRATION

- AI literacy embedded in computing, digital citizenship, innovation, and project-based learning.
- Focus on ethics, safety, future jobs, and critical evaluation.
- Action Plan Link: Fully aligned to Step 2 and Step 5 of the Action Plan on curriculum mapping and student engagement.

8. STAFF TRAINING

- Tiered CPD:
 - Level 1: AI awareness and basics
 - Level 2: Teaching with AI
 - Level 3: Leadership and strategy
- AI Champions to offer ongoing peer support.
- Action Plan Link: Derived from Step 3 of the Action Plan with coaching and micro-credentialing included.

9. STUDENT SAFEGUARDS AND ENGAGEMENT

- Safe digital platforms, monitored use
- Activities that promote inquiry and ethical reflection
- Parental communication and student pledges
- Action Plan Link: Supports Action Step 5—Student Access and Engagement Framework.

10. ACADEMIC INTEGRITY AND PROCTORING

Prevention:

- AI integrity rules taught explicitly
- Student AI use declaration required for key work

Proctoring Measures:

- Locked browsers, live supervision, question randomisation
- AI content detection tools (e.g., Turnitin, AI Detector, GPTZero), however these will not be the sole proof of misconduct.
- Student explanations including spot-checks via oral reflection or follow-ups including assessment leads review.

Misuse Consequences:

- Violations treated under academic dishonesty policy
- Educational follow-up for first offences; escalating responses for repeated misuse
- Action Plan Link: Linked to Step 4 and 7 to maintain high-quality teaching and learning outcomes.

2. Oversight and Review

- Annual review by AI Governance Committee (SLT, AI Champions, parent & student reps)
- Continuous monitoring of AI trends and MoE guidance
- Action Plan Link: Tied directly to Step 7—Impact Monitoring and Continuous Review.

3. Compliance

- All staff and students must adhere to this policy.
- Breaches will be logged and addressed via safeguarding or disciplinary procedures.

4. References

- UAE National Strategy for Artificial Intelligence 2031
- UAE Ministry of Education Ethical AI Framework (2024-25)
- UAE Federal Decree Law No. 45 of 2021 concerning Personal Data Protection
- KHDA Guidelines on Digital Learning and Innovation
- UNESCO AI Competency Framework
- OECD AI in Education Guidelines

- DfE (UK) Generative AI in Education 2025 (for best practices reference only)
- UAE Legislation Portal, Federal Decree-Law No. 45 of 2021 Concerning the Protection of Personal Data
- Dubai Scholars AI Integration Action Plan 2025–2026
- [UAE Charter for the Development and Use of Artificial Intelligence](#); [Digital Dubai AI Ethics Principles & Guidelines](#).

11. POLICY REVIEW

 This policy will be reviewed annually, or sooner if required, to reflect operational needs, changes in legislation, or updated guidance from the KHDA