ARTIFICIAL INTELLIGENCE (AI) AND TECHNOLOGY POLICY

Academic Year: 2026–2027	**Applicable to:** KG to Grade 12	**Review:** Annually

1. Policy Statement and Purpose

• Indian School – Al Ain recognises that Artificial Intelligence (AI) and digital technologies can enrich teaching, learning, administration, creativity and problem-solving when used safely, ethically and responsibly. This policy establishes the school's expectations and safeguards for the selection, access, use and monitoring of AI-enabled and other digital technology.

• The policy supports AI literacy and innovation while protecting students' wellbeing, privacy, academic integrity, independent thinking and the values, laws and cultural expectations of the United Arab Emirates.

2. Scope and Applicability

• This policy applies to all students from KG to Grade 12, the Governing Council where relevant, school leaders, teaching and non-teaching staff, temporary staff, coaches, volunteers, contractors and approved third-party service providers when using school systems or technology for school purposes.

• It covers generative AI tools, AI-enabled educational platforms, adaptive learning systems, automated translation and writing tools, image/audio/video generators, chatbots, analytics tools, learning management systems, devices, networks and other digital technologies used in school activities.

• The policy applies on campus, during school activities and off campus where technology use affects the school community, school systems, student safety or the school's reputation.

3. Guiding Principles

• **Human-centred use:** Technology and AI shall support, not replace, human teaching, professional judgement, student agency and relationships.

• **Safety and wellbeing:** Tools and activities shall be age-appropriate, secure, accessible and suitable for the educational purpose.

• **Privacy and security:** Personal, confidential and sensitive information shall be protected and handled only through authorised systems and processes.

• **Fairness and inclusion:** AI shall be used in ways that reduce barriers and do not discriminate against or disadvantage students or staff.

• **Transparency and accountability:** Users shall be open about material AI assistance, and a responsible human shall remain accountable for decisions.

• **Academic integrity:** Students shall demonstrate their own learning and shall not present AI-generated work as wholly their own.

• **UAE values and cultural alignment:** AI-generated and digital content shall respect UAE laws, national identity, culture, religion, public morals and the school's approved standards.

4. AI Literacy and Curriculum Implementation

• The school shall promote age-appropriate AI literacy in alignment with the UAE National AI Literacy Curriculum Framework (K–12) and applicable ADEK requirements.

• AI learning shall progress from foundational awareness and critical thinking to informed use, evaluation, design and responsible governance, according to students' age, readiness and the approved curriculum.

• AI literacy shall address, as appropriate, AI concepts and applications, data and algorithms, limitations and errors, bias and fairness, privacy and security, ethical use, societal impact and human oversight.

• Teachers shall use approved curriculum resources, lesson plans, assessment guidance and implementation materials. AI literacy may be integrated into subjects or delivered through an approved hybrid or standalone approach, as determined by school leadership and regulatory requirements.

• AI shall not be introduced in ways that replace foundational learning, age-appropriate play, direct teacher interaction, reading, writing, reasoning or practical experiences.

5. Approval and Selection of AI Tools

• Only AI and technology tools approved through the school's designated review and approval process may be used for teaching, learning, assessment or school operations.

• Before approval, the school shall consider the tool's educational purpose, age suitability, ADEK requirements, data collection and storage, privacy terms, security controls, accessibility, content moderation, accuracy, bias, vendor arrangements and suitability for the UAE context.

• Staff shall not create accounts for students on unapproved AI platforms or direct students to use them for schoolwork.

• Where a tool requires an account, subscription, extension, application or collection of student information, approval must be obtained before implementation.

• The school shall maintain an inventory of approved AI tools, their intended purposes, permitted users, age restrictions and any applicable limitations.

6. Student Use of AI

• Students may use AI tools for learning only when the teacher or school has explicitly authorised the tool and the specific educational purpose.

• Teachers shall explain what AI assistance is permitted for each task, what must be completed independently and how any AI assistance must be acknowledged.

• Students shall not use AI to complete an assessment, examination, assignment or project in a way that misrepresents their own knowledge, skills or effort.

• Students shall verify AI-generated information, question unsupported claims, consider possible bias and use their own judgement before relying on an output.

• Students shall not use AI to generate harmful, offensive, discriminatory, sexually explicit, violent, misleading or culturally inappropriate content.

• Students shall not upload photographs, recordings, personal details, school records, classmates' work or any other identifiable or confidential information to AI tools unless the school has expressly authorised the specific process.

• Students shall not use AI to impersonate another person, create deceptive media, generate deepfakes, bully others, cheat, bypass school security or disrupt learning.

• Students must report inappropriate AI outputs, unsafe interactions, suspected misuse or accidental disclosure of information to a teacher or designated school staff member.

7. Staff Use of AI

• Staff may use approved AI tools to support lesson planning, resource development, differentiation, translation, brainstorming, administrative drafting, data organisation and professional learning, subject to this policy.

• Staff shall review, verify, edit and take responsibility for all AI-generated material before using it in teaching, communication, records or decision-making.

• Staff shall not enter student names, Emirates ID details, contact information, medical or inclusion records, behaviour records, assessment records, photographs, staff personal information, parent details, passwords or confidential school information into public or unapproved AI tools.

• Staff shall not rely solely on AI to make or recommend decisions concerning student admissions, grades, assessment outcomes, discipline, safeguarding, inclusion, employment, staff appraisal or other matters affecting an individual.

• AI-generated lesson materials and assessments shall be checked for accuracy, curriculum alignment, age suitability, accessibility, bias and cultural appropriateness.

• Staff shall disclose significant AI assistance where required by school procedures, assessment rules or the nature of the work.

8. Academic Integrity and Assessment

• Teachers shall set clear expectations for permitted and prohibited AI assistance in assignments, projects, homework and assessments.

• Formal examinations and controlled assessments shall follow the applicable examination and assessment rules. AI use shall not be permitted unless expressly authorised under the relevant rules and school instructions.

• Students shall not submit AI-generated text, code, images, translations, answers or other work as their own original work when such use is not authorised or acknowledged.

• Where AI assistance is permitted, students may be required to identify the tool used, describe how it assisted them and retain drafts, prompts, notes or other evidence of their own learning process.

• AI-detection tools shall not be treated as conclusive evidence of misconduct. Any concern shall be reviewed fairly by a teacher or authorised leader using appropriate evidence and the school's academic integrity procedures.

9. Data Protection, Privacy and Cybersecurity

• School data shall be processed only for legitimate educational or operational purposes and in accordance with applicable UAE laws, ADEK requirements and school data-protection procedures.

• Users shall apply data minimisation: do not enter or share more information than is necessary for an approved purpose.

• Only school-authorised accounts, devices, networks, storage locations and applications shall be used for school data.

• Passwords and access credentials shall remain confidential. Multi-factor authentication and other security measures shall be used where provided or required.

• Users shall not attempt to access another person's account, bypass security controls, install unauthorised software or connect unapproved devices to protected school systems.

• Any suspected data breach, loss of device, unauthorised access, harmful output or cybersecurity incident shall be reported immediately to the IT team and school leadership in accordance with the incident-reporting procedure.

• Data shall not be retained, reused or shared by AI vendors for unrelated purposes unless the school has reviewed and expressly approved the arrangement.

10. Human Oversight, Accuracy and Fairness

• AI outputs may be inaccurate, incomplete, outdated, fabricated or biased. Users must verify important information against reliable sources before acting on it.

• A qualified staff member shall retain responsibility for decisions and communications that affect students, parents, employees or school operations.

• AI shall not be the sole basis for grading, admissions, student placement, discipline, safeguarding decisions, inclusion decisions, staff recruitment or performance appraisal.

• AI-supported recommendations shall be reviewed for fairness, accessibility, possible bias and unintended consequences, with an opportunity for appropriate human review.

• Where an AI tool produces an error or unfair outcome, the school shall take reasonable steps to correct the outcome and review whether the tool should continue to be used.

11. Content Safety, Copyright and Responsible Creation

• AI-generated text, images, audio, video and other media shall be checked before display, publication or distribution.

• Users shall not create or circulate deepfakes, impersonations, false announcements, fabricated evidence, defamatory material or content that infringes another person's rights.

• Copyright, licensing, attribution and intellectual property requirements shall be respected when using source material or AI-generated outputs.

• School logos, letterheads, official photographs, student images and school identity materials shall be used only with appropriate school authorisation.

• AI-generated content shall not be presented as an official school statement, policy, approval or communication unless reviewed and authorised by the appropriate school authority.

12. Digital Wellbeing and Responsible Use

• Technology use shall be balanced with face-to-face interaction, physical activity, handwriting, reading, discussion, play and other developmentally appropriate learning experiences.

• Teachers shall plan screen use according to students' age, learning needs, task and wellbeing, and shall provide suitable breaks where appropriate.

• Students shall follow the school's acceptable-use, online safety, device-use and behaviour expectations.

• AI tools shall not be used to encourage harmful dependency, replace appropriate support from trusted adults or expose students to unsuitable content.

13. Roles and Responsibilities

• **Principal:** Provide overall leadership, approve implementation and tools within delegated authority, ensure compliance and review policy effectiveness.

• **AI Lead / AI Coordinator:** Coordinate AI literacy implementation, maintain the approved-tool register, support staff, monitor implementation and report concerns to school leadership.

• **IT Team:** Review technical security, access controls, infrastructure, vendor technical requirements, incident response and system records.

• **Section Heads and Coordinators:** Monitor age-appropriate use, curriculum integration, assessment expectations and staff implementation within their sections.

• **Teachers:** Model responsible use, supervise student activity, explain task-level permissions, verify outputs and protect student information.

• **Students:** Use authorised tools responsibly, protect privacy, maintain academic integrity, verify outputs and report concerns.

• **Parents:** Support safe and balanced technology use at home, follow school guidance and raise concerns with the school.

• **Third-party providers:** Meet the school's contractual, safeguarding, privacy, security and regulatory requirements before accessing school systems or data.

14. Staff Training and Professional Development

• The school shall provide or facilitate AI literacy and responsible technology training for relevant staff in accordance with ADEK requirements and the applicable implementation programme.

• Staff shall complete mandatory training by the deadlines communicated by ADEK or the school and retain evidence of completion.

• Further professional development may include AI-supported teaching, prompt design, critical evaluation of outputs, data privacy, cybersecurity, academic integrity and subject-specific applications.

• New staff and relevant external personnel shall be briefed on this policy before being granted access to school-approved AI tools or systems.

15. Monitoring, Reporting and Review

• The school shall periodically review AI tools, user access, implementation practices, staff training, student learning outcomes and reported incidents.

• The AI Lead, IT Team and relevant school leaders shall maintain appropriate records of approved tools, training, reviews, incidents and corrective actions.

• Concerns about misuse shall be handled under the school's applicable behaviour, safeguarding, academic integrity, HR, data protection and cybersecurity procedures. Any response shall be proportionate and consistent with applicable requirements.

• This policy shall be reviewed at least annually, or earlier when ADEK or UAE requirements change, new AI risks arise or school review identifies a need for amendment.

• Any revision shall be approved by the Principal and communicated to staff, students and parents as appropriate.

POLICY CONTROL AND APPROVAL

Policy Name	Artificial Intelligence (AI) and Technology Policy
School	Indian School – Al Ain
Applicable To	KG to Grade 12; all staff and authorised users
Responsible Authority	Principal
Policy Coordinator	Designated AI Lead / AI Coordinator with IT Team
Effective Academic Year	2026–2027
Review Frequency	Annually or as required

Approved by:

Principal

Date: 01-09-2026

REFERENCE FRAMEWORKS

This policy is prepared with reference to the ADEK in-school Technology and AI Policy and AI Literacy initiative; the UAE National AI Literacy Curriculum Framework (K–12); ADEK Digital Policy; and the UAE Charter for the Development and Use of Artificial Intelligence. The school shall follow the latest official versions and any additional directions issued by ADEK or other competent UAE authorities.

Official resources: UAE Ministry of Education – National AI Literacy Curriculum Framework (moe.gov.ae/en/pages/ai.aspx); ADEK – School Policies and AI Literacy Initiative (adek.gov.ae).