Artificial Intelligence (AI) Policy
2025-2026

Policy Information			
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Author of policy's role	Senior Leadership Team		
Vice Principal			
Principal			

Artificial Intelligence (AI) Policy

The International School of Creative Science (ISCS) – Muwaileh

1. Purpose

This policy outlines the responsible use of Artificial Intelligence (AI) at ISCS, promoting innovation in learning and teaching while safeguarding data privacy, academic honesty, and ethical standards in line with ISCS values and UAE regulations.

2. Scope

This policy applies to all staff, students, and administrative departments across ISCS Muwaileh.

3. Policy Goals

- **Enhance Learning & Teaching** through ethical and purposeful use of AI.
- **Promote Digital Literacy** and prepare students for AI-integrated futures.
- **Uphold Integrity** in assessments and academic performance.
- **Safeguard Data & Well-being** while using AI technologies.

4. Principles of Responsible AI Use

4.1 Inclusivity & Equity

AI tools must be inclusive, adaptive, and free from bias, supporting the learning needs of all students including EAL, SEND, and G&T.

4.2 Transparency & Accountability

All stakeholders must be aware of what AI is being used, how, and for what purpose.

4.3 Privacy & Data Protection

AI systems must comply with UAE data protection laws. Any tool used must protect user data and gain informed consent before use.

4.4 Human Oversight

AI supports teaching and decision-making but cannot replace professional judgement.

5. Guidelines by Stakeholder

5.1 For Teachers

Permitted Uses:

- Lesson Planning: Generate lesson outlines, starter activities, plenaries, and differentiated worksheets.
- Resource Creation: Design rubrics, comprehension questions, and scaffolded tasks using AI tools.
- Marking & Feedback: Use AI-generated draft comments for assessments, to be reviewed and adapted by the teacher.
- Data Analysis: Identify trends in GL/CAT4/PASS assessment data for personalised interventions.
- CPD Support: Use AI to summarise research articles, inspection reports, or curriculum updates.
- AI to check plagiarism on students homework, projects and assignments.

Recommended AI Tools (Sample & Uses):

Tool	Purpose	Notes
ChatGPT (OpenAI)	Brainstorming, summarising text, generating lesson ideas, writing prompts	Powerful general-purpose tool
DeepSeek	Multilingual search and summarisation of educational content	Ideal for Arabic/English bilingual work
Eduaide.ai EdCafe	Lesson plans, questions, feedback, learning objectives	Tailored to education; free version available
MagicSchool.ai	Lesson planning, student reports, scaffolding tasks, behaviour strategies	Education-specific prompts
Curipod	AI-generated interactive presentations and polls	Great for class engagement

Tool	Purpose	Notes
Diffit	Simplify or adapt reading texts to different levels	Useful for SEND/EAL support
Quillbot	Paraphrasing, summarisation, and grammar checking	Useful for feedback writing
Twee.com	Generates grammar tasks, writing prompts, reading texts for ESL/EAL	Excellent for English/Language teachers
SlidesAI.io	Convert text into slide presentations	Speeds up resource creation
Canva Magic Write	Design-focused AI that creates captions, posters, or content summaries	Use in newsletters or lesson visuals

Note: All tools must be used in accordance with data privacy guidelines. Teachers should vet content for appropriateness and factual accuracy before using it in class.

Prohibited Uses:

- Using AI tools to generate full assessments or grades without teacher moderation.
- Relying on AI for formal written reports without review.
- Sharing student or staff personal information on AI platforms not approved by the school.

5.2 For Students

Permitted Uses:

- Brainstorming, draft support, revision practice, and learning simulations.

Prohibited Uses:

- AI-generated content in assessments without acknowledgement.
- Using AI to plagiarise, fabricate answers, or impersonate others.

Students must clearly indicate any AI tool used in their submissions (e.g. "This summary was assisted by ChatGPT").

5.3 For Administrative Staff

Permitted Uses:

- Automating emails, scheduling, and report generation.
- Analysing trends in attendance or assessment data.

Prohibited Uses:

- Processing or exposing sensitive student or staff data using unsecured AI tools.

5.4 For Leaders

- Curriculum Planning: Generate curriculum outlines, Cross curricular activity and supported projects etc.
- Data Analysis: Identify trends in GL/CAT4/PASS assessment data for personalised interventions.
- CPD Support: Use AI to summarise research articles, inspection reports, or curriculum updates.
- Automating emails, scheduling, and report generation.
- Analysing trends in attendance or assessment data.
- AI to check plagiarism on students' homework, projects and assignments

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6. Academic Integrity and AI

All AI-generated content used for assignments must be:

- Cited appropriately.
- Clearly declared in submitted work.
- Reviewed and understood by the student to demonstrate learning.

Plagiarism through AI (exceeding 20%) is a breach of our Academic Integrity Principles and will be addressed through disciplinary procedures.

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7. Training and Awareness

7.1 Staff Development

- **CPD Sessions** will be conducted to train teachers in AI integration.
- AI usage must align with pedagogical intent and school priorities.

7.2 Student Education

- Age-appropriate AI lessons will be included in ICT/Computing.
- Ethical implications and safe use of AI will be embedded across subjects.

7.3 Parent Engagement

- Regular updates via newsletters and parent webinars to explain AI use in school.
- Clear communication channels for parent queries and concerns.

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8. Safeguarding, Ethics, and Misuse

- **Image Generation of Staff/Students:** Prohibited.
- **AI in Surveillance or Recording:** Requires consent and leadership approval.
- **Cyberbullying Monitoring:** AI tools may be used, always with human follow-up.

All AI systems must:

- Avoid harmful content.
- Prevent discriminatory outputs.
- Encourage digital responsibility.

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9. Continuous Monitoring and Improvement

- AI tools will be reviewed regularly for effectiveness and ethical alignment.
- Feedback from staff, students, and parents will inform AI policy updates.
- Pilot programmes may be run before school-wide implementation.

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10. Related Policies

- Assessment Policy
- Teaching & Learning Policy
- Curriculum Policy
- BYOD Policy
- Child Protection & Safeguarding Policy
- Data Protection and ICT Acceptable Use Policy

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11. AI Platform Evaluation Checklist

Before approving any AI tool, it must:

- Align with curriculum objectives.
- Be age-appropriate and accessible.
- Be secure and GDPR/UAE data compliant.
- Be pedagogically sound and bias-aware.
- Include clear opt-out provisions for students or parents when required.