



The Apple International Community School

ARTIFICIAL INTELLIGENCE (AI) AWARENESS POLICY

2026-2027

POLICY INFORMATION

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Approved By	Principal – Ms Pretty



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1. Introduction

Artificial Intelligence (AI) is becoming an important part of modern education and the future workplace. Our school recognises 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:

- UK curriculum 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 (FS1 to Year 11)
- 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, including those in the Computer Labs
- Personal devices used for schoolwork
- The school network or internet
- School assignments, projects, or assessments
- The school's Robotics Atelier

3. Definition of AI

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, robotics, and technology learning
- Language development
- Training students for AI competition
- 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
- Practising 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. Computer Labs and Robotics Atelier Guidelines

The school has established Computer Labs and a Robotics Atelier to support learning in

emerging technologies such as:

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

These spaces are intended for guided learning and supervised experimentation. Students using the Computer Labs or the Robotics Atelier must follow these rules:

- Use AI tools and equipment only for educational purposes approved by teachers
- Follow all instructions given by the supervising teacher
- Do not install or download software without permission
- Do not attempt to modify system settings or security features
- Respect all equipment, devices, robotics kits, and software
- Do not access inappropriate or unrelated content
- Save work only in assigned folders or platforms

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 organise:

- 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
- 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 UK curriculum guidelines
- UAE education or cybersecurity regulations
- Feedback from teachers, students, and parents