

GFM AI Policy

Review Cycle	Yearly
Last Review	Nov 2024
Next Review	Oct 2025

This policy has been produced for GEMS Founders School Al Mizhar, when 'The School' is referred to in this policy it is solely GEMS Founders School Al Mizhar that is being referred to.

GEMS Founders School Al Mizhar Artificial Intelligence (AI) Policy

Mission Statement

"To empower people to have the heart to celebrate uniqueness and the mind to be innovative, creative problem solvers, bringing a positive change to the world in which we live."

Purpose of the Policy

This policy establishes the principles, guidelines, and procedures for the responsible use of Artificial Intelligence (AI) at GEMS Founders School Al Mizhar. AI has the potential to significantly enhance education and administrative functions; however, its integration must align with ethical standards, privacy protection, and inclusivity.

Policy Goals:

- **Educational Enhancement:** To use AI tools that align with the school's mission and values to enhance learning and streamline operations.
- **Transparency and Fairness:** Ensure clear, accountable, and unbiased use of AI systems.
- **Ethical Use:** Uphold ethical standards, including fairness, safety, and non-discrimination, in all AI applications.

Principles of Responsible AI Use

1. Inclusivity and Equity

- a. AI tools should provide equitable access, catering to the needs of all students and staff. Tools should be implemented in a way that prevents bias and fosters inclusivity.
- 2. Transparency and Accountability**
 - a. Clear and accessible information will be provided regarding the AI tools used, their purpose, and their potential impact on educational outcomes.
 - b. Regular evaluations of AI systems will be conducted to assess effectiveness, fairness, and inclusivity.
- 3. Privacy and Data Security**
 - a. AI systems must comply with data privacy laws and school policies, ensuring that personal data is collected and stored securely with explicit consent.
- 4. Human Oversight**
 - a. AI tools are designed to supplement, not replace, the human judgment of teachers and administrators. Decisions impacting students' education or welfare should always involve human oversight.

Guidelines for Role-Based Use

- **For Teachers**
 - **Allowed:** Automate repetitive tasks, use AI to personalize lesson plans, develop interactive learning materials, and analyze student performance trends.
 - **Restricted:** Avoid using AI for subjective evaluations without human oversight; ensure that any AI-generated content is reviewed for accuracy before use.
- **For Students**
 - **Allowed:** Use AI tools as instructed to assist in brainstorming, learning support, and understanding AI's ethical applications.
 - **Restricted:** Prohibited from using AI for plagiarism, completing assessments, or generating misinformation. All AI use must be transparent, and students should indicate AI involvement in their work.
- **For Administrative Staff**
 - **Allowed:** Use AI to streamline administrative processes, support data-driven decision-making, and enhance service responses.
 - **Restricted:** Avoid disclosing or using AI on confidential information without secure protocols. Ensure that AI tools respect privacy standards and ethical conduct.

AI Misuse - including assessments and by all stakeholders

- Our school abides by the [JCQ AI Use in Assessments Policy](#).
- AI tools must only be used when the conditions of the assessment and learning permit the use and must be approved by school leaders and line managers.
- Examples of AI misuse include, but are not limited to, the following:
- Copying or paraphrasing sections of AI-generated content to the point that the work can no longer be the student's own
- Covert recording without consent is a violation of privacy and can result in legal consequences, as it breaches trust and ethical standards.
- Generation of images of personnel is forbidden at all times.
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools o Submitting work with intentionally incomplete or misleading references or bibliographies

Ethical Considerations

- **AI Literacy and Awareness**
 - Educators, staff, and students will receive training on responsible AI use, ethical considerations, and best practices.
 - Regular workshops will be conducted to foster AI literacy, ensuring that all stakeholders are aware of the risks, limitations, and ethical considerations of AI.
- **Preventing Misuse**
 - Prohibited uses include plagiarism, generation of biased or harmful content, and unauthorized use of personal images or recordings.
 - Strict guidelines are in place to prevent the misuse of AI, with accountability measures for non-compliance.

Safety and Safeguarding

1. Protection of Minors

- a. AI tools must be configured to prevent exposure to inappropriate content and include mechanisms for monitoring student safety online.
- 2. Cyberbullying Prevention**
 - a. AI will be used to detect and address cyberbullying incidents proactively, with human intervention for sensitive cases.

Integration of AI Literacy and Professional Development

- **AI Literacy Programs**
 - Integrate AI literacy into the curriculum, teaching students the basics of AI, ethical issues, and its role in society.
- **Teacher Training**
 - Provide professional development for teachers to adapt to AI advancements in pedagogy, including training on AI ethics, privacy, and the use of AI as a supportive tool in teaching.

Innovation and Research Initiatives

- 1. Encouraging Innovation**
 - a. GFM supports innovation and research on AI by encouraging students and staff to develop solutions that leverage AI for social and educational impact.
- 2. Collaborations**
 - a. Establish partnerships with AI researchers, educational institutions, and tech companies to stay informed on the latest AI advancements and incorporate them responsibly.

Review, Evaluation, and Accountability

- 1. Performance Monitoring**
 - a. Regularly assess AI tools based on performance metrics, including their impact on student engagement, academic achievement, and operational efficiency.
- 2. Policy Revision**
 - a. This policy will be reviewed annually to incorporate technological advancements, regulatory changes, and feedback from the school community.

Next Review Date: October 2025