



مدرسة ايليت الانجليزية ش.ذ.م.م
Elite English School L.L.C

Artificial Intelligence (AI) Policy

Review Cycle: Yearly

Last Review: February 2026

Next Review: February 2027

1. School Context

This Artificial Intelligence (AI) Policy has been developed for **Elite English School Dubai**. When "the School" is referenced in this policy, it refers solely to Elite English School Dubai.

2. Vision and Mission

Our Vision

To create proactive and thinking achievers who leave a positive impact on everything they touch.

Our Mission

To enable all **Elitians** to:

- **Aspire:** Cultivate leadership qualities in every learner.
- **Innovate:** Foster creativity and inquiry through a dynamic pedagogy.
- **Value:** Build inclusivity and celebrate uniqueness in every child.

This AI Policy reflects and supports our vision and mission by ensuring that artificial intelligence is used purposefully, ethically, and responsibly to empower learners, enhance teaching, and strengthen leadership, innovation, and inclusivity across the school community.

3. Purpose of the Policy

The purpose of this policy is to establish clear principles, guidelines, and procedures for the responsible use of Artificial Intelligence (AI) at Elite English School Dubai.

AI has the potential to significantly enhance learning, teaching, assessment, and administrative efficiency. However, its use must always:

- Support human thinking rather than replace it
 - Uphold safeguarding and wellbeing
 - Promote ethical behavior and academic integrity
 - Align with the values and mission of the School
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4. Policy Goals

4.1 Educational Enhancement

- Use AI tools to enrich learning experiences and promote higher-order thinking.
- Support personalised learning pathways while maintaining teacher-led pedagogy.
- Encourage innovation, creativity, and inquiry in line with the School's mission.

4.2 Transparency and Fairness

- Ensure AI systems are used openly, responsibly, and with clear purpose.
- Prevent algorithmic bias and ensure equitable access for all learners.

4.3 Ethical and Responsible Use

- Uphold ethical standards including fairness, safety, non-discrimination, and academic honesty.
 - Ensure AI supports the development of proactive, reflective, and responsible learners.
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5. Principles of Responsible AI Use

5.1 Inclusivity and Equity

- AI tools must support all learners, including those with diverse learning needs.
- Implementation should reduce barriers to learning and celebrate individual strengths.
- AI must not disadvantage or exclude any member of the school community.

5.2 Transparency and Accountability

- The School will clearly communicate which AI tools are used and for what purpose.

- Staff and students must understand the limitations of AI-generated content.
- Regular evaluations will assess impact, effectiveness, and fairness.

5.3 Privacy and Data Security

- All AI use must comply with UAE data protection regulations and school data policies.
- Personal data must be stored securely and used only with appropriate consent.
- No AI tool may be used without approval if it collects or processes personal data.

5.4 Human Oversight

- AI is designed to **support—not replace—professional judgement**.
 - All decisions affecting student learning, progress, or wellbeing must involve human oversight.
 - Teachers retain full responsibility for assessment, feedback, and reporting.
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6. Role-Based Guidelines for AI Use

6.1 Teachers

Permitted Use:

- Supporting lesson planning and differentiation
- Generating ideas, resources, and adaptive learning materials
- Analysing learning trends to inform teaching
- Supporting innovation in pedagogy

Restricted Use:

- AI must not be used for final judgement in assessment or grading
 - All AI-generated materials must be reviewed for accuracy, bias, and appropriateness
 - Teachers must model ethical and transparent AI use
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6.2 Students

Permitted Use:

- Brainstorming and idea generation
- Clarifying concepts and supporting understanding

- Developing AI literacy and ethical awareness
- Using AI only when explicitly permitted by teachers

Restricted Use:

- AI must not be used to complete assessments unless explicitly authorised
- Plagiarism, misrepresentation, or substitution of student thinking is prohibited
- Students must acknowledge any AI support used in their work

AI should help students become **thinking achievers**, not passive recipients of answers.

6.3 Administrative and Support Staff

Permitted Use:

- Streamlining workflows and administrative processes
- Supporting data-informed decision making
- Enhancing communication efficiency

Restricted Use:

- AI must not be used with confidential or sensitive information without secure systems
 - All use must comply with safeguarding, privacy, and ethical expectations
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7. AI Misuse (All Stakeholders)

Elite English School Dubai adheres to recognized assessment and academic integrity guidelines, including principles aligned with **EES AI Use in Assessments** (refer to Assessments Policy)

AI tools may only be used when:

- Permitted by the learning or assessment conditions
- Approved by supervisors, head of departments or Senior Leadership Team

Examples of AI Misuse include (but are not limited to):

- Copying or paraphrasing AI-generated content such that work is no longer the student's own
- Submitting AI-generated responses as original work

- Using AI to complete analysis, evaluation, or calculations intended to assess student ability
- Failing to acknowledge AI use
- Incomplete, misleading, or intentionally vague referencing
- Covert recording without consent
- Generating or manipulating images of staff or students (strictly prohibited)

Any misuse will be addressed in line with the School's Behavior, Safeguarding, and Academic Integrity Policies.

8. Ethical Considerations

8.1 AI Literacy and Awareness

- Students, staff, and leaders will receive training on responsible AI use.
- AI education will focus on:
 - Ethical decision-making
 - Limitations and risks of AI
 - Critical thinking and digital responsibility

This supports the School's mission to develop reflective, innovative, and responsible leaders.

8.2 Preventing Misuse

- AI must not be used to generate harmful, biased, or inappropriate content.
 - Unauthorized use of images, recordings, or personal data is strictly prohibited.
 - Clear accountability structures are in place for non-compliance.
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9. Safety and Safeguarding

9.1 Protection of Minors

- AI platforms used with students must include age-appropriate safeguards.
- Filtering and monitoring systems must be in place.
- Staff must actively supervise AI use in learning environments.

9.2 Cyberbullying and Digital Harm

- AI may support early identification of cyberbullying risks.

- All safeguarding concerns will involve immediate human intervention.

Student wellbeing remains paramount at all times.

10. Integration of AI Literacy and Professional Development

10.1 Student AI Literacy

- AI understanding will be embedded across the curriculum where appropriate.
- Students will learn how AI impacts society, careers, ethics, and global citizenship.

10.2 Staff Professional Development

- Teachers will receive ongoing training on:
 - AI-enhanced pedagogy
 - Ethical classroom use
 - Data protection and safeguarding

This ensures innovation remains purposeful, safe, and aligned with the School's values.

11. Innovation and Research

11.1 Encouraging Innovation

- Elite English School Dubai promotes responsible experimentation with AI.
- Students and staff are encouraged to explore AI for social good, creativity, and problem-solving.

11.2 Collaboration

- The School may engage with educational organisations, training providers, and technology partners to remain informed of best practice.
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12. Review, Evaluation, and Accountability

12.1 Monitoring Impact

- AI tools will be reviewed for their impact on:
 - Student engagement
 - Learning outcomes
 - Teaching effectiveness

- Operational efficiency

12.2 Policy Review

- This policy will be reviewed annually.
- Updates will reflect:
 - Technological developments
 - Regulatory guidance
 - Feedback from staff, students, and parents

Next Review Date: February 2027

This policy supports Elite English School Dubai's commitment to developing proactive, thoughtful achievers who innovate responsibly, lead with integrity, and leave a positive impact on the world.