



مدرسة برستين الخاصة
PRISTINE PRIVATE SCHOOL

P.O. BOX 60830

AI Nahda 2

Dubai, UAE

Phone: +971-4-267-4299/5822/5844

Email: info@pristineschool.com

Website: www.pristineschool.com

30+ YEARS OF INSPIRING MINDS

AI Policy

AIM

This policy document establishes clear guidelines for the ethical, secure, and responsible use of Artificial Intelligence (AI) technologies in our school community. It aims to provide a comprehensive framework for incorporating AI into educational practices, administrative tasks, and school operations while prioritizing the privacy, security, and ethical considerations of students and staff. The policy underscores the potential of AI to enhance learning, promote inclusivity, and prepare students for success in the 21st century.

Additionally, it ensures a balanced approach that maximizes the benefits of AI technologies while mitigating risks, fostering a culture of responsible innovation and adherence to the school's core values.

SCOPE

This policy applies to all members of the school community, including students, teachers, administrative staff, parents/guardians, and other stakeholders interacting with AI technologies within the school environment. Specific focus is given to generative AI technologies, such as Large Language Models (LLMs), which are increasingly used for educational and operational purposes.

The scope encompasses all AI systems utilized for classroom instruction, research, administrative operations, and other school activities. It ensures that these technologies are used equitably and responsibly, complementing existing policies on technology use, data protection, academic integrity, and student support.

The policy emphasizes collective responsibility, involving school leadership, teachers, staff, students, and parents/guardians in its implementation and adherence.



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POLICY STATEMENT

Ethical Use Commitment:

The school commits to using AI technologies in an ethical, transparent, and responsible manner. AI is acknowledged as a transformative tool to enhance learning and streamline school operations, but its use must align with stringent ethical and security standards. Protecting student privacy and preventing misuse are central priorities.

Alignment with School Mission:

The use of AI technologies supports the school's mission to empower students, foster critical thinking, and cultivate digital literacy. AI enables personalized learning, helps teachers identify student needs, and supports activities like research and problem-solving, preparing students for a technologically advanced future.

RESPONSIBILITIES

The following roles are assigned to ensure effective implementation and adherence to the policy:

- **School Leadership:** Oversee policy implementation, provide resources, and ensure alignment with school values.
- **Teachers:** Integrate AI responsibly into curricula, instruct students on ethical AI use, and monitor its impact on learning.
- **Administrative Staff:** Ensure AI systems comply with privacy, security, and ethical standards.
- **Students:** Use AI technologies responsibly, maintaining academic integrity and adhering to policy guidelines.
- **Parents/Guardians:** Support their children in using AI ethically and appropriately.



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ETHICAL CONSIDERATIONS

Privacy Protection:

Student and staff data must remain confidential, with informed consent obtained for data collection and usage.

Fairness and Equity:

Regular assessments and vigilant monitoring will ensure that AI algorithms are fair, unbiased, and free from discrimination.

Informed Decision-Making:

Stakeholders will receive transparent communication about AI capabilities, limitations, and ethical considerations to foster informed engagement.

Continuous Improvement:

The policy will be periodically reviewed to reflect technological advancements and align with evolving ethical standards.

DATA PRIVACY AND SECURITY

➤ Confidentiality Assurance:

Strong measures will protect the confidentiality of student and staff data. Access will be restricted to authorized personnel only.

➤ Informed Consent:

Clear communication and consent will be required for data collection, ensuring stakeholders understand its scope and purpose.

➤ Incident Response Plan:

A robust plan will address any data breaches promptly and effectively.

➤ Data Retention Policy:

Data will be stored only as long as necessary, aligning with best practices for privacy and security.



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➤ **Privacy Education:**

Students and staff will receive training on data privacy to empower them with knowledge and promote secure practices.

ACCESS AND EQUITY

- **Equitable Use:** Roles and responsibilities are defined to ensure all students and staff have equal access to AI technologies, regardless of background.
- **Ethical Committees:** An oversight committee will monitor policy implementation and address concerns promptly to uphold equity.

ACCEPTABLE USE

Educational Focus:

AI must primarily support learning, fostering enhanced engagement and academic development.

Academic Integrity:

Students must produce original work, properly cite AI-generated content, and adhere to established academic integrity standards.

Educator Supervision:

Teachers must provide clear instructions and supervision to ensure responsible use of AI technologies.

Security and Privacy Compliance:

All users must adhere to security protocols and report any issues related to AI use.



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ACADEMIC INTEGRITY

Original Work and Citation:

Students must credit AI tools used in their work and ensure the originality of their submissions. Clear guidelines for citing AI-generated content (e.g., MLA, APA, Harvard, Chicago styles) are provided.

Plagiarism Prevention:

Educators must guide students on appropriate AI use, including risks of misuse, and modify assignments to minimize opportunities for plagiarism.

Tool Limitations:

Students must be taught to understand AI's limitations to avoid unintentional misuse.

CURRICULUM INTEGRATION

Hands-On Learning:

Learning activities will incorporate AI technologies to enhance understanding and connect theoretical knowledge to real-world applications.

Interdisciplinary Connections:

Opportunities for AI integration across various subjects will be explored.

Professional Development:

Educators will receive training to effectively incorporate AI tools into teaching strategies.



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TECHNOLOGY INFRASTRUCTURE

Secure Systems:

The school will maintain secure, scalable, and compatible technology systems for AI integration.

Backup and Recovery:

Regular backups and recovery plans will be in place to ensure data protection.

COMMUNITY ENGAGEMENT

Showcases and Dialogues:

AI projects will be showcased, and public forums will be held to engage the community.

Collaborative Initiatives:

Partnerships with local organizations and businesses will support AI-related projects and real-world applications.

STUDENT DEVELOPMENT

- Implement AI literacy programs and hands-on opportunities to develop critical thinking, ethical decision-making, and technical skills.

INDUSTRY COLLABORATION

- Partner with tech companies for insights, internships, and professional development opportunities, aligning curriculum with industry needs.

RISK MANAGEMENT

- Conduct regular risk assessments, implement security measures, and maintain ethical guidelines to mitigate risks associated with AI technologies.



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COMMUNICATION

- Ensure open communication with stakeholders, provide updates, and establish feedback mechanisms to maintain trust and inclusivity.

REVIEWING AND UPDATING THE POLICY

- Regularly review and update the policy to reflect technological advancements and educational trends while ensuring transparency in changes.

By incorporating these principles, Pristine Private School's AI policy remains dynamic and responsive, continually evolving to meet the ethical, technological, and educational demands of the learning environment.

<i>Policy Details: AI Policy</i>	
<i>Version Date</i>	December 2024
<i>Review Date</i>	August 2025