

# Artificial Intelligence (AI) Policy

## Rationale

ProEd Global School believes that regular attendance and punctuality are essential for providing a conducive learning environment and maximising students' educational opportunities. This policy aims to establish a culture where good attendance is valued, ensuring communication between the school and parents, safeguarding students' welfare, and complying with legal obligations.

## Purpose

The purpose of this policy is to:

- Enhance teaching and learning through AI while maintaining a human-centred approach.
- Ensure ethical, safe, and equitable use of AI tools in the school environment.
- Build AI literacy among students and staff to prepare them for a technology-driven future.
- Protect student data and maintain transparency in AI applications.

## Scope

This policy applies to:

- All students, staff, and parents of ProEd Global School.
- AI tools used for teaching, learning, administrative purposes, and extracurricular activities.

## Principles for AI Use

- **Human-Centered Learning:** AI is a tool to augment, not replace, educators and students in the learning process.
- **Ethics and Equity:** AI must be free of bias, promote fairness, and provide equal opportunities for all students.

- **Privacy and Security:** Safeguard personal and sensitive data according to legal and institutional standards.
- **Transparency:** Clearly communicate AI's role, capabilities, and limitations to students, staff, and parents.

### Permitted Uses

- **Personalised Learning:** AI tools can offer tailored educational experiences based on individual needs and progress.
- **Administrative Efficiency:** Automating routine tasks like attendance, grading, and scheduling.
- **Creative and Critical Thinking:** Encouraging the use of generative AI for problem-solving and innovation.
- **Language Support:** Providing translation tools or supporting students with language acquisition needs.

### Prohibited Use

- **Academic Dishonesty:** Using AI to plagiarise or generate assignments without learning intent.
- **Unapproved Tools:** Staff and students must only use AI platforms approved by the school.
- **Over-Reliance:** Avoid dependency on AI that diminishes the development of critical thinking and interpersonal skills.

### Data Protection

- Ensure compliance with local and international data privacy laws.
- AI systems must be reviewed for security vulnerabilities to protect student and staff data.

### AI Literacy and Training

- **For Students:** Introduce age-appropriate lessons on what AI is, how it works, and its implications.
- **For Educators:** Provide professional development on integrating AI into pedagogy effectively and ethically.
- **For Parents:** Host workshops to raise awareness about AI tools used in the school.