Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.
Purpose This policy outlines the responsible and effective use of Artificial Intelligence (AI) technologies within the International Community School (ICS). It aims to ensure that AI tools and systems are utilized ethically, transparently, and in alignment with ICS's values and objectives to enhance teaching, learning, and administrative processes.

Scope This policy applies to all ICS staff, contractors, partners, and students who use AI tools and systems provided or endorsed by the school. It encompasses the deployment, management, and evaluation of AI technologies across educational, operational, and administrative domains.

Definitions

- **Artificial Intelligence (AI):** Systems or machines that simulate human intelligence to perform tasks and can improve themselves based on the information they collect.

- **AI Tools:** Software or platforms that leverage AI capabilities to assist in various tasks, such as data analysis, decision-making, content generation, and automation.

General Guidelines

- AI must be used in ways that align with ICS's mission, policies, and ethical standards.
- All AI-driven decisions and actions should prioritize fairness, transparency, and accountability.
- Staff members and students are responsible for understanding the capabilities and limitations of AI tools before using them.
- Data privacy and security must be safeguarded in all AI applications, particularly when handling student and staff data.

Ethical Considerations

- **Bias and Fairness:** AI tools should be assessed for potential biases. Efforts must be made to mitigate any identified biases to ensure equitable outcomes for all students and staff.
- **Transparency:** ICS community members should clearly understand when AI is being used and its decision-making processes, where feasible.
- **Accountability:** Human oversight is required for all AI-driven decisions, particularly in sensitive or high-impact scenarios.
- **Compliance:** AI utilization must comply with ADEK regulations, UAE data protection laws, and international best practices.

Responsibilities

- **Management:** Ensure that staff and students are adequately trained in using AI tools and are aware of this policy.
- **IT Department:** Evaluate and approve AI tools for use at ICS, ensuring they meet security and ethical standards.
- **Staff Members and Students:** Use AI tools responsibly, report any issues or misuse, and adhere to the guidelines in this policy.

Acceptable Use AI tools may be used for:

- Enhancing efficiency in educational and administrative workflows.
- Supporting decision-making with data-driven insights to improve student outcomes.
- Automating repetitive and time-consuming tasks to optimize resource use.
- Facilitating innovation and fostering 21st-century learning skills among students.

AI Utilization for Students

- **High School Integration:**
    - Students, particularly in high school, are encouraged to leverage AI tools for academic purposes such as research, problem-solving, and project-based learning.

  - AI-powered platforms may be used to enhance learning in subjects like science, mathematics, and language arts.
  - Students must acknowledge the use of AI tools in assignments or projects where applicable.
  - AI tools should not replace critical thinking or academic integrity; students are expected to use them as supplemental resources.

- **Ethical Use:**
  - Students must use AI tools in accordance with this policy and adhere to the school's academic honesty guidelines.
  - Any misuse of AI, such as generating plagiarized content or unauthorized assistance during assessments, is prohibited.

- **Training:**
  - ICS will provide training sessions for high school students to ensure they understand how to effectively and ethically use AI tools.

Prohibited Use AI tools must not be used for:

- Activities that violate ICS policies or applicable laws.
- Generating or disseminating misleading, harmful, or discriminatory content.
- Collecting or analyzing data without proper authorization or consent, particularly regarding student information.

Training and Awareness ICS will provide regular training and resources to staff and students to ensure they:

- Understand the ethical implications of AI usage.
- Are proficient in the operation of AI tools relevant to their roles.

Monitoring and Evaluation The use of AI tools will be regularly monitored and evaluated to:

- Ensure compliance with this policy.
- Assess the effectiveness and impact of AI technologies on teaching and learning.
- Identify areas for improvement or additional training.

Reporting Issues Staff members and students are encouraged to report any concerns or potential misuse of AI tools to the IT Department or the Senior Leadership Team (SLT). All reports will be treated confidentially and investigated promptly.

Policy Review This policy will be reviewed annually or as needed to address emerging trends, technologies, and regulatory changes in AI.

Enforcement Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or other appropriate measures for students, in accordance with ICS procedures.

Linked Policies

This AI Utilization Policy is interconnected with several other ICS and ADEK policies, which collectively ensure a comprehensive approach to student education and school operations. These linked policies include:

- Assessment Policy
- Academic Support Policy
- Digital Policy
- Curriculum Policy