



## 1. Introduction to Artificial Intelligence (AI)

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognising patterns, solving problems, and making decisions. In the educational context, AI can support personalised learning, automate administrative tasks, and provide interactive and engaging learning experiences. As AI technologies evolve, it's imperative to establish clear guidelines to leverage these tools effectively and ethically within our school environment.

## 2. Purpose

This policy outlines the principles and rules governing the use of Artificial Intelligence (AI) tools by students within the K-12 educational environment. The aim is to ensure that students engage with AI technologies responsibly, ethically, and effectively to enhance their learning experiences while safeguarding their privacy and well-being.

## 3. Policy Scope:

This policy applies to all AI technologies and platforms accessed or used by students within the school premises and at home, for school-related tasks, or through school-provided devices and networks.

## 4. Responsible AI Use

### 4.1 Educational Purpose

Students must use AI tools solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited.

### 4.2 Ethical Conduct

Students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI work must not be submitted in the place of student work.

### 4.3 Privacy and Data Protection

Students must be cautious when interacting with AI tools that require personal information. Sharing sensitive or personal data without proper authorisation or oversight is prohibited. Students should understand the risks and implications of data sharing and seek guidance from teachers when necessary.

### 4.4 Respectful Interaction

Any form of communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect and decency expected in human interactions. Abusive, harmful, or disrespectful conduct through AI platforms is unacceptable.

### 4.5 Safety and Security

Students must not use AI to access or disseminate harmful or inappropriate content. They should immediately report any security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.

### 4.6 Resource Responsibility

AI resources, such as software, chatbots, or assistants should be used responsibly and not abused for the ease of use in creating original content. Students should ensure that AI tools are used responsibly, without unnecessary ethical implications. A maximum of 20% of AI content is allowed. All tasks must be accompanied by an anti-AI report and all prompts used in the completion of the task must be provided.

### 4.6 Monitoring and Compliance

The school will monitor the use of AI technologies to ensure compliance with this policy. Monitoring will be conducted in an ethical manner, respecting the privacy and rights of students.

Violations of this policy may result in disciplinary action, including but not limited to, restriction of access to AI resources, educational interventions, or other disciplinary measures as deemed appropriate by the school administration.

**1st Offense:** Forfeiture of marks on assignments and a teacher conference and a demerit.

**2nd Offense:** Forfeiture of marks on assignments and a meeting with the Academic Head and immediate detention.

**3rd Offense:** Forfeiture of marks on assignments and suspension as decided by the Disciplinary Committee.

All additional offenses will be handled by the school management with the input of the Disciplinary Committee.

## **5. Review and Update**

This policy will be reviewed and updated annually to reflect new developments in AI technology, changes in legal and ethical standards, and the evolving needs of the educational environment.

## **6. Conclusion**

The responsible use of AI by students in our educational setting is essential for fostering a safe, ethical, and productive learning environment. By adhering to this policy, students will be better equipped to leverage AI technologies for their educational advancement while respecting the norms and values of our school community.

This policy is duly accepted and signed by:

Parent: \_\_\_\_\_

Student: \_\_\_\_\_