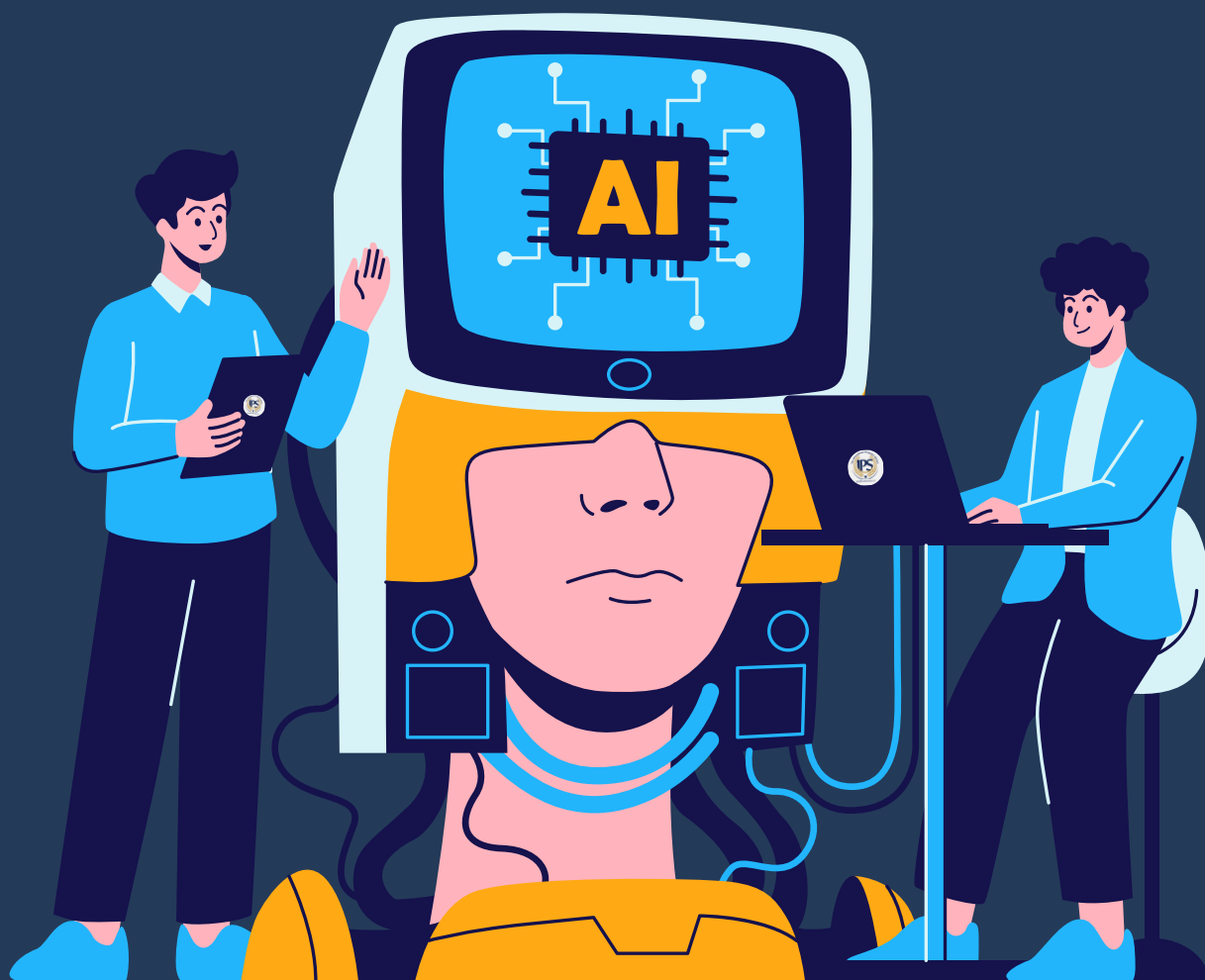


International Programs School

ARTIFICIAL INTELLIGENCE POLICY



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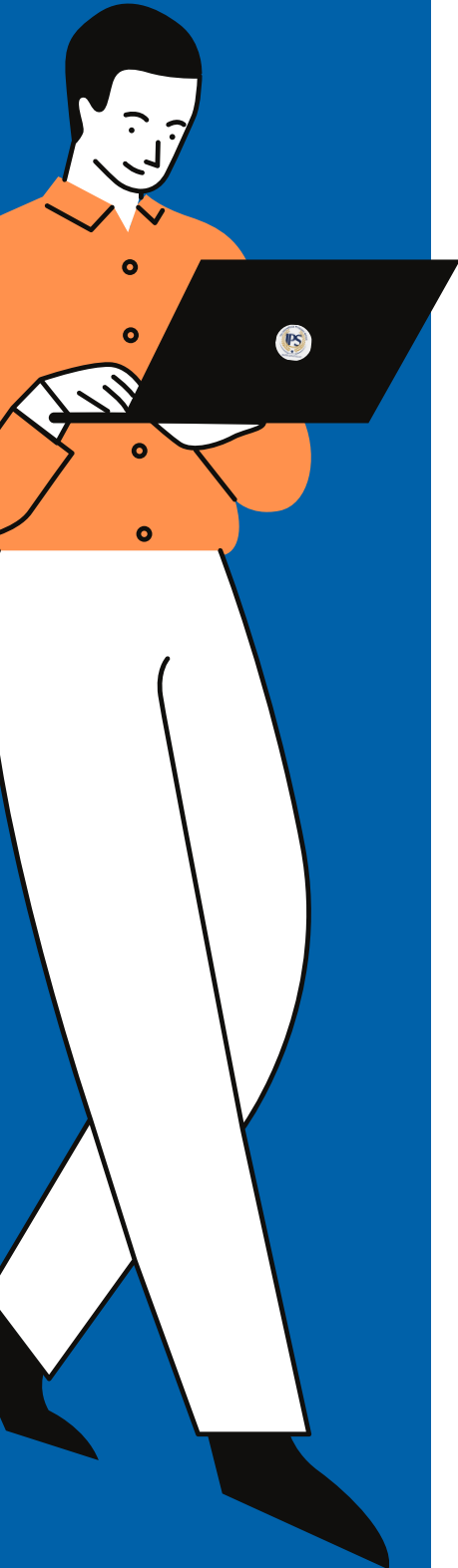
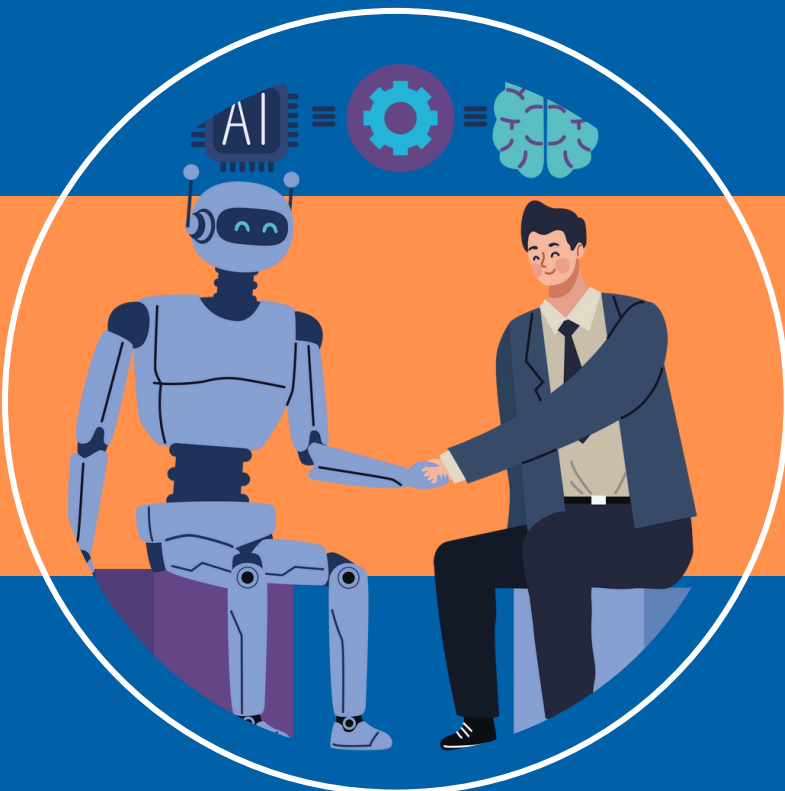


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Purpose

This policy aims to establish ethical, secure, and responsible guidelines for the use of Artificial Intelligence (AI) technologies across the IPS community. It provides a framework for leveraging AI to support teaching and learning while upholding transparency, data privacy, academic integrity, and educational excellence.



Scope



The policy applies to:

- All members of the school community (students, academic and administrative staff, parents)
- All educational and operational uses of AI and Generative AI technologies (e.g., ChatGPT, DALL·E, Google Gemini, Midjourney)
- The use of AI in the context of IB programs, North American curriculum, and local educational regulations

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Definitions

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- **Artificial Intelligence (AI):**

Machine-based systems that, given a set of objectives, can make predictions, recommendations, or decisions influencing real or virtual environments.

- **Machine Learning:**

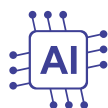
Systems that learn patterns and rules from large datasets without being explicitly programmed.

- **Generative AI:**

AI that can create original content (e.g., text, images, video) based on trained data

- **Acceptable Use:**

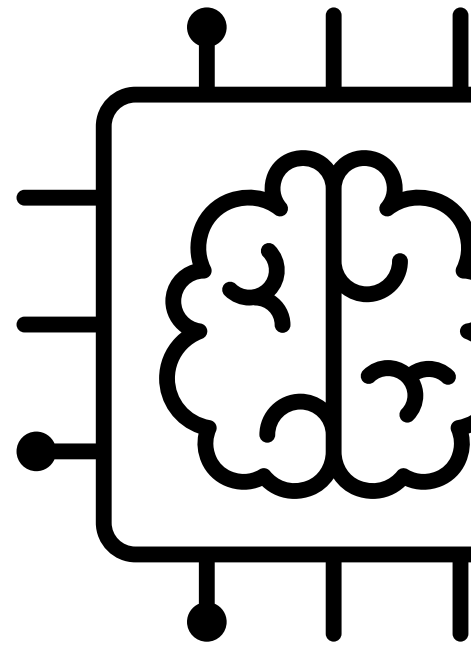
AI applications that ethically enhance learning or operations, ensuring human oversight and transparency.





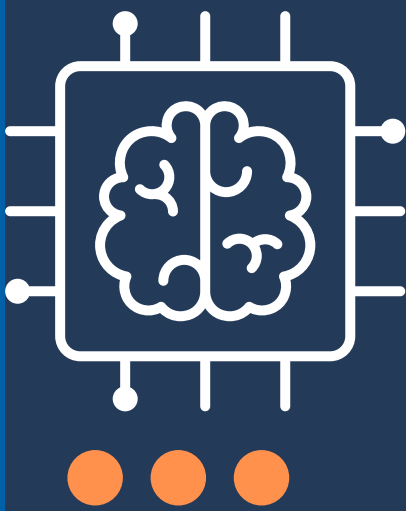
Core Principles

- **Ethics, Transparency & Accountability**
- **Data Privacy & Security**
- **Equity & Access**
- **Academic Integrity**



Each principle is designed to provide clarity and guidance to all stakeholders.

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Ethics, Transparency & Accountability

- AI must serve students and educators, not replace them.
- Human oversight must be preserved in all AI-driven decision-making.
- Users should understand how AI systems work, their limitations, and potential biases.
- AI should never harm individuals or infringe on their rights (e.g., through algorithmic discrimination).

Data Privacy & Security

- Only authorized personnel may process personal data through AI systems.
- All data use must comply with Saudi data laws, IB requirements, and school confidentiality standards.
- External AI platforms require review and consent aligned with user agreements and data protection policies.



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Equity & Access

- AI tools must be accessible and inclusive for all students, regardless of background or ability.
- AI should support personalized and differentiated learning, not reinforce bias or inequity.

Academic Integrity

- Students must not use AI to produce unoriginal or misleading work.
- Teachers should educate students on the ethical use of AI and how to properly cite outputs using MLA or APA formats.
- Misuse of AI will be treated as an academic honesty violation under IB expectations.



Responsibilities



School Leadership

Provide resources, direction, and sustainability for AI use aligned with school mission

Academic Staff

Model ethical AI use in teaching, and mentor students on responsible applications

Admin Staff

Ensure AI use in operational systems aligns with data protection policies

Students

Use AI tools ethically, responsibly, and for learning—not substitution

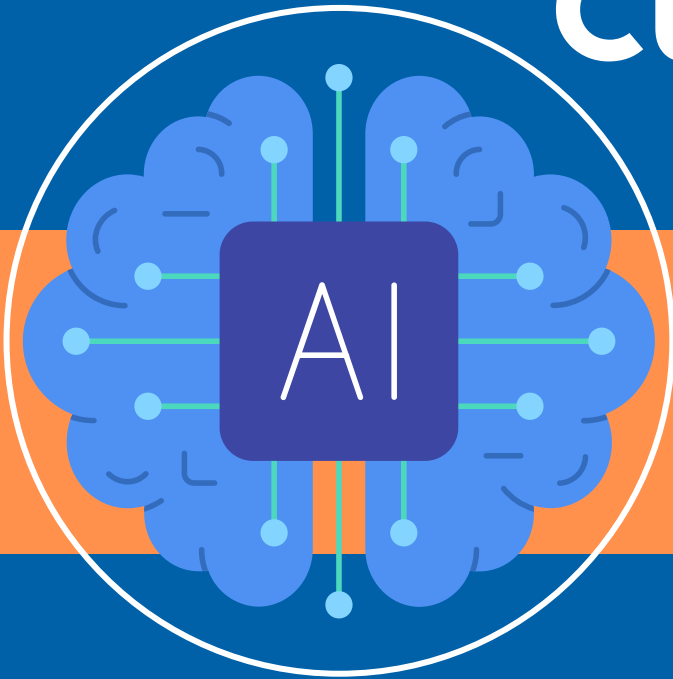
Parents

Support children's ethical and safe use of AI and stay informed on school guidelines



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Integration in Learning & Curriculum



Aligned with IB and UNESCO frameworks, AI will be integrated through:

- Understanding AI concepts: Introducing students to AI history, types, and social implications
- Learning support: Personalized feedback, scaffolding, and differentiated tasks
- Teacher support: Smart lesson planning, assessment tools, feedback generators
- School-wide applications: Guidance services, administrative analytics, timetable optimization

Examples:

- Smart tutoring systems for skill development
- Chat-based interaction for language learning
- AI assistants for content generation and planning
- Recommender systems for student resources



Accuracy and Reliability

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- Users must critically evaluate AI outputs: AI-generated content may include inaccuracies, biased language, or fictitious citations.
- Critical human judgment must guide AI-supported processes.
- Staff and students are encouraged to verify information and cross-check sources.

Professional Learning & Community

- IPS commits to:
- Hosting training, workshops, and awareness sessions for staff, students, and families
- Sharing best practices and school-wide AI integration success stories
- Collaborating with external experts and institutions for AI knowledge-building



AI Misuse Response Protocol



To uphold ethical standards, academic integrity, and student well-being, IPS establishes the following protocol to respond to the misuse of Artificial Intelligence technologies:

Definition of Misuse

Misuse includes, but is not limited to:

- Submitting AI-generated work as original without proper citation (plagiarism)
- Using AI to produce inappropriate, harmful, discriminatory, or misleading content
- Circumventing academic tasks through full AI automation
- Feeding sensitive, private, or personally identifiable data into unsecured AI systems
- Using AI-generated media (e.g., deepfakes, fake messages) to deceive, intimidate, or harass others
- Any violation of school or national data protection policies via AI tools

Reporting Mechanism

Teachers, students, or staff may report suspected misuse via:

- A designated digital form (confidential)
- Directly informing the AI Steering Committee or relevant academic coordinator
- Classroom teachers flagging suspected misuse during assessments or projects

AI Misuse Response Protocol

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Initial Review Process

- Upon a report, the AI Steering Committee or designated academic integrity lead will:
 - Review submitted materials
 - Conduct interviews (if needed) with involved parties
 - Verify intent, context, and scope of the misuse
 - Determine if it was unintentional (lack of awareness) or deliberate

Level	Nature	Response
Level 1	Unintentional misuse due to lack of understanding	Verbal warning, educational guidance, re-submission opportunity
Level 2	Misuse with academic impact (e.g., plagiarism, misleading content)	Formal academic integrity process per IB policy, possible grade penalty
Level 3	Deliberate misuse causing harm or ethical breach	Disciplinary hearing, parental involvement, suspension of tool access

14 Monitoring & Policy Review

- AI use will be reviewed twice annually via feedback surveys and usage analytics
- The policy will be updated each academic year or upon significant technological changes
- Oversight will be conducted by a Designated AI Steering Committee



Implementation Roadmap

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1

Share the policy across stakeholders (students, staff, parents) in both English and Arabic

2

Conduct AI usage surveys to determine user profiles and training needs

3

Launch pilot AI integration programs at selected grade levels

4

Initiate professional development based on identified needs

5

Monitor implementation, collect data, and adjust accordingly





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Final Commitment

IPS recognizes the transformative power of AI in education when guided by strong human values, ethical frameworks, and inclusive practices. This policy ensures that innovation remains grounded in student well-being, global citizenship, and lifelong learning.

