



AI USE POLICY

1. Purpose

The purpose of this policy is to ensure that the use of Artificial Intelligence (AI) at our school is **safe, ethical, educationally sound, and aligned with Islamic values**. AI tools can support learning and productivity, but they also carry risks that must be managed with wisdom, responsibility, and amanah (trust).

This policy applies to **all staff, students, parents, contractors, and volunteers** who engage with AI tools in any school-related context.

2. Guiding Principles (Islamic & Educational)

AI use at our school must reflect:

- **Amanah (Trust):** Using technology responsibly and honestly.
- **Taqwa (Mindfulness of Allah):** Being conscious of ethical boundaries and avoiding harm.
- **Akhlaq (Good Character):** Respect, honesty, humility, and integrity in all digital interactions.
- **Safety & Wellbeing:** Protecting students from harm, misinformation, and inappropriate content.
- **Academic Integrity:** Ensuring learning reflects genuine student effort.
- **Equity & Inclusion:** Ensuring AI does not disadvantage any student or group.

3. Definitions

- **Artificial Intelligence (AI):** Digital tools that generate text, images, audio, video, or decisions using algorithms (e.g., ChatGPT, Copilot, Gemini, image generators).
- **Generative AI:** AI that creates new content (e.g., essays, images, videos).
- **Assistive AI:** AI that supports tasks (e.g., spell-checkers, translation tools, predictive text).

4. Scope of AI Use

AI may be used for:

- Learning support (summaries, explanations, revision help)
- Teacher planning and resource development
- Administrative efficiency
- Creativity and innovation (with boundaries)
- Accessibility support for students with additional needs

AI **must not** be used for:

- Replacing genuine student work
- Creating harmful, inappropriate, or misleading content
- Surveillance or monitoring individuals
- Any activity that breaches privacy or copyright laws

5. Roles & Responsibilities

5.1 Students

Students must:

- Use AI only with teacher permission.
- Submit work that reflects their own understanding.
- Acknowledge AI assistance when used.
- Avoid using AI to cheat, plagiarise, or bypass learning.
- Report harmful or inappropriate AI content immediately.

5.2 Staff

Staff must:

- Model ethical AI use.
- Teach students how to use AI safely and critically.
- Check student work for authenticity.
- Avoid entering sensitive or identifying student data into AI tools.
- Use school-approved AI platforms only.

5.3 Parents

Parents are encouraged to:

- Support safe and balanced AI use at home.
- Reinforce academic honesty.
- Monitor children's online activity.
- Communicate concerns to the school promptly.

6. Risks of AI & How We Manage Them

6.1 Risk: Misinformation & Inaccuracy

AI can produce incorrect or fabricated information.

Mitigation:

- Teach students to verify information using trusted sources.
- Staff review AI-generated content before classroom use.
- Students must cross-check facts before submission.

6.2 Risk: Privacy & Data Security

AI tools may store or use data entered into them.

Mitigation:

- No personal, sensitive, or identifying information may be entered into AI tools.
 - Only school-approved platforms may be used.
 - Parents and staff receive training on safe data practices.
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6.3 Risk: Academic Dishonesty

AI can generate essays, answers, or assignments.

Mitigation:

- Clear expectations for authentic student work.
- Teachers design assessments that require personal reflection, oral defence, or in-class components.
- AI use must be declared in student submissions.

6.4 Risk: Exposure to Inappropriate Content

Some AI tools may generate harmful or unsuitable material.

Mitigation:

- Students use AI only under supervision.
- School filters block unsafe platforms.
- Staff report and document incidents immediately.

6.5 Risk: Bias & Unethical Outputs

AI may reflect cultural, racial, or ideological biases.

Mitigation:

- Staff teach critical thinking and digital literacy.
- Students learn to question AI outputs.
- Islamic values guide all decisions about content suitability.

6.6 Risk: Over-reliance on AI

Students may become dependent on AI instead of developing skills.

Mitigation:

- AI is used as a support tool, not a replacement.
- Teachers set clear boundaries for when AI is allowed.
- Students complete core tasks without AI assistance.

7. Acceptable Use Guidelines

7.1 For Students

AI may be used for:

- Summarising notes
- Generating study questions
- Clarifying concepts
- Practising language skills
- Brainstorming ideas (not full answers)

AI may **not** be used for:

- Writing essays or assignments
- Completing homework independently without permission
- Creating deepfakes or altered images of others
- Accessing inappropriate content
- Bypassing school rules or filters

7.2 For Staff

Staff may use AI for:

- Lesson planning
- Resource creation
- Administrative tasks
- Differentiation and support

Staff may **not** use AI for:

- Entering student names, photos, or personal data
- Replacing professional judgement

7.3 For Parents

Parents may use AI to:

- Support homework explanations
- Translate school communication
- Provide revision help

Parents must not:

- Use AI to complete their child's assignments
- Share student or family data with AI tools

8. Reporting & Responding to Incidents

Any misuse of AI must be reported to:

- The class teacher
- The ICT Coordinator
- The Deputy Principal (if serious)

Consequences may include:

- Re-doing the task
- Loss of AI privileges
- Behaviour consequences aligned with school policy
- Parent meetings
- Deducting marks

Serious breaches (e.g., deepfakes, bullying, privacy violations) may involve:

- Suspension
- External authorities (if required by law)

9. Education & Training

The school will provide:

- Staff professional learning on AI safety and pedagogy
- Student workshops on ethical AI use
- Parent information sessions
- Policy review and updates within two years

10. Alignment with Islamic Values

AI use must always reflect:

- **Honesty** (no cheating or deception)
- **Respect** (no harmful content)
- **Modesty** (no inappropriate images or videos)
- **Responsibility** (protecting privacy and wellbeing)
- **Justice** (avoiding bias and unfairness)

We remind our community of the hadith:


“Every one of you is a shepherd and every one of you is responsible for his flock.”
(Sahih Bukhari & Muslim)

AI is a tool, but **we remain accountable** for how we use it.

11. Review Cycle

This policy will be reviewed **every two years** or sooner if required:

- New technologies emerge
- Government regulations change
- Significant incidents occur

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Approved by Board member/director	<i>Ahmedullah Saad</i>
Signature	
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