AI Policy for Delhi Private School Dubai (DPSD)

DPSD is committed to fostering a deep understanding of AI and its applications by equipping teachers and students with the training, information, and skills necessary for proficient use of AI in education.

Vision:

• To empower students to become responsible, ethical, and informed users of Artificial Intelligence (AI), providing them with the skills needed to effectively navigate and leverage AI technology, thereby enhancing their learning and preparing them for an ever-evolving world.

• To consistently advance and integrate relevant technologies, ensuring the continuous enhancement of educational excellence and preparing students for the future.

Mission:

We aim to integrate AI into our educational environment in a responsible, ethical manner, promoting creativity, critical thinking, collaboration, and academic integrity. Students must acknowledge AI's contributions in their work and give appropriate credit to the sources and tools used.

Roles and Responsibilities

1. Responsibilities of Students

- **Responsible AI Use:**
  Use AI tools for learning, creativity, research, and problem-solving. AI should support, not replace, independent thought. Acknowledge and cite AI contributions in work.
- **Ethical Awareness:**
  Recognize the ethical implications of AI, including bias, fairness, and transparency. Use AI responsibly and ensure alignment with academic integrity standards.
- **Data Privacy and Confidentiality:**
  Safeguard personal information and follow the school's data protection policies when using AI tools. Do not share sensitive data.
- **Critical Thinking:**
  Analyze AI-generated content critically to ensure accuracy and fairness.
- **Digital Citizenship:**
  Respect others' work, avoid plagiarism, and use AI ethically both online and offline.
- **Acknowledgement of AI Use:**
  Students must acknowledge the use of AI in their work by documenting it and crediting sources wherever AI has contributed to the content.

2. Responsibilities of Teachers

- **AI Guidance and Monitoring:**
  Provide clear instructions on AI use in assignments and projects, ensuring it aligns with educational goals. Monitor students' responsible use of AI tools.
- **AI Integration in Lessons:**
  Incorporate AI to foster creativity, problem-solving, and innovative thinking in the curriculum. Ensure AI tools complement human guidance.
- **Ethical and Critical Engagement:**
  Promote discussions on the ethical use of AI, including societal impacts, biases, and fairness. Encourage students to engage critically with AI-generated content.
- **AI Awareness and Education:**
  Introduce and create awareness of AI to students from Grade IV onwards. Start teaching AI as a skill subject from Grade VI onwards.
- **Ongoing Support:**
  Provide ongoing support to students for navigating AI tools in an ethical and responsible way.
- **Fostering Deep Understanding:**
  Encourage students to develop a thorough understanding of AI's concepts, applications, and ethical considerations. Provide opportunities for deeper exploration through discussions, projects, and critical engagement, helping students connect AI knowledge to real-world scenarios.

3. Responsibilities of Parents

- **AI Awareness and Conversations:**
  Engage in discussions with children about the ethical use of AI, supporting their understanding of AI's role and impact.
- **Monitoring Use:**
  Ensure AI tools used by children are in line with the school's guidelines. Help children make ethical choices in their AI usage.
- **Fostering Ethical AI Engagement:**
  Encourage students to approach AI responsibly, fostering critical thinking, transparency, and accountability.

4. Responsibilities of Leadership

- **Training and Professional Development:**
  Provide CPD (Continuing Professional Development) opportunities to educators for integrating AI in the classroom effectively.
- **AI Resource Development:**
  Regularly update teaching materials and resources related to AI education.
- **Monitoring AI Use:**
  Ensure the ethical and effective use of AI across the school and monitor its impact on student learning.
- **Data Privacy and Protection:**
  Implement robust systems for protecting student data and ensure AI tools comply with data privacy standards.

- **Ethical Leadership:**
  Stay informed on emerging AI trends and ensure the school remains at the forefront of responsible AI education.
- **Continuous Technology Updates:**
  Commit to continuous updates in relevant technology, ensuring the latest AI advancements are integrated into teaching for ongoing excellence.

Guidelines for AI Use in DPSD

1. Academic Integrity and Responsible Use

- **Prohibited Use:**
  AI tools must not be used for cheating, plagiarism, or manipulating assessments. Misuse will lead to disciplinary action.
- **Permitted Use:**
  AI can be used for research, brainstorming, creative projects, and assignments when aligned with educational objectives and teacher approval.
- **Citation and Acknowledgement:**
  All AI contributions must be cited appropriately, with clear acknowledgement of tools or resources used.
- **Balanced Use:**
  AI should be used to enhance learning, not replace independent thought and effort.

2. Privacy and Data Protection

- **Data Collection:**
  AI tools used at DPSD must comply with the school's data privacy policies and international standards to protect students' personal information.
- **Secure Use:**
  All AI tools must be vetted for compliance with data protection laws to ensure students' privacy and security.

3. AI Ethics Education

- **Ethical Implications of AI:**
  AI-related lessons will cover ethical topics such as bias, transparency, fairness, privacy, and accountability.
- **Critical Exploration:**
  Students will explore AI's societal impact, the potential risks, and benefits of AI technology, and how it shapes the future.
- **Responsible Digital Citizenship:**
  Emphasis will be placed on developing responsible digital citizens who are aware of the ethical issues surrounding AI.

4. Consequences for Misuse

- **Academic Integrity Violations:**
  Cheating, plagiarism, or misuse of AI will result in disciplinary actions, including the possibility of receiving zero marks on assignments or exams.
- **Educational Intervention:**
  Students who misuse AI will attend ethics workshops to understand the consequences of unethical behavior.
- **Repeated Violations:**
  Persistent misuse of AI tools will result in further academic or disciplinary consequences.

5. Continuous Review and Adaptation

- **Policy Review:**
  The policy will be reviewed annually to ensure it aligns with the latest developments in AI education and technological advancements.
- **Feedback Mechanism:**
  Regular feedback from students, teachers, and parents will guide improvements to the policy and ensure its relevance.
- **Adaptation to Changing Needs:**
  The policy will evolve to meet the dynamic needs of AI education and the school community.

Credits and Acknowledgments

- *The Artificial Intelligence Playbook - How to Use AI Responsibly Every Time* (2023)
- *UNESCO AI Competency Framework for Teachers Education 2030*

Scale Levels and Descriptions

1	**NO AI**	The assessment is completed entirely without AI assistance. This level ensures that students rely solely on their knowledge, understanding, and skills. **AI must not be used at any point during the assessment.**
2	**AI-ASSISTED IDEA GENERATION AND STRUCTURING**	AI can be used in the assessment for brainstorming, creating structures, and generating ideas for improving work. **No AI content is allowed in the final submission.**
3	**AI-ASSISTED EDITING**	AI can be used to make improvements to the clarity or quality of student created work to improve the final output, but no new content can be created using AI. **AI can be used, but your original work with no AI content must be provided in an appendix.**
4	**AI TASK COMPLETION, HUMAN EVALUATION**	AI is used to complete certain elements of the task, with students providing discussion or commentary on the AI-generated content. This level requires critical engagement with AI generated content and evaluating its output. **You will use AI to complete specified tasks in your assessment. Any AI created content must be cited.**
5	**FULL AI**	AI should be used as a 'co-pilot' in order to meet the requirements of the assessment, allowing for a collaborative approach with AI and enhancing creativity. **You may use AI throughout your assessment to support your own work and do not have to specify which content is AI generated.**

Table 1 The AI Assessment Scale

Source: https://open-publishing.org/journals/index.php/jutlp/article/view/810/769

How to Use AI Responsibly EVERY Time

AI for Education

EVALUATE the initial output to see if it meets the intended purpose and your needs.

VERIFY facts, figures, quotes, and data using reliable sources to ensure there are no hallucinations or bias.

ENGAGE in every conversation with the GenAI chatbot, providing critical feedback and oversight to improve the AI's output.

REVISE the results to reflect your unique needs, style, and/or tone. AI output is a great starting point, but shouldn't be a final product.

YOU are responsible for everything you create with AI. Always be transparent about how you've used these tools.

Source: https://www.aiforeducation.io/ai-resources/how-to-use-ai-responsibly-every-time