



The Apple International School

Artificial Intelligence (AI) Acceptable Use Policy

Academic Year 2026–2027

Policy Owner	School Leadership Team
Applies To	All students, staff, volunteers and accompanying adults
Review Cycle	Annual or following significant regulatory/safeguarding change
Approval	Principal / BOD
Effective Date	September 2026
Next review	September 2027
Related Areas	Safeguarding, Health & Safety, Inclusion, BYOD, Social media

1. Purpose

The Apple International School (AIS) recognises that Artificial Intelligence (AI) can support teaching, learning, creativity, accessibility, administration and professional development. This policy establishes clear expectations for the safe, ethical, responsible and educationally appropriate use of AI by students, teachers, leaders, support staff and other members of the school community.

2. Scope

This policy applies to the use of AI tools, including generative AI, by students, employees and other authorised users when using school devices, school networks, school accounts or AI tools for school-related activities.

- The policy applies to AI-generated text, images, audio, video, code and other AI-generated or AI-assisted content.
- Users remain responsible for the content they create, submit, share or act upon, even when AI has been used.
- AIS may restrict or prohibit specific AI tools where there are concerns relating to safeguarding, privacy, accuracy, age appropriateness, security or educational value.

3. Guiding Principles

- Human responsibility: AI supports people; it does not replace professional judgement, teaching expertise or student thinking.
- Learning first: AI must enhance learning rather than reduce productive thinking, effort, creativity or independence.
- Transparency: Users must be honest about when and how AI has been used.
- Privacy and safeguarding: Personal, confidential or sensitive information must not be entered into AI tools unless the school has explicitly approved the tool and use.
- Accuracy: AI output must be checked because AI can produce inaccurate, biased, incomplete or misleading information.
- Fairness and inclusion: AI must be used in ways that promote equitable access and do not unfairly disadvantage students or staff.
- Digital citizenship: AI use must respect copyright, intellectual property, academic integrity and the rights of others.

4. Acceptable Use by Students

- Use AI when a teacher has permitted it for the stated learning purpose.
- Use AI to brainstorm ideas, generate questions, obtain explanations, practise skills, receive feedback or explore alternative approaches when permitted.
- Use AI as a learning support while retaining responsibility for the final work.
- Verify important facts and compare AI responses with reliable learning resources.
- Acknowledge AI assistance when required by the teacher, assessment instructions or school procedures.
- Ask a teacher when unsure whether AI use is permitted for a task.

5. Unacceptable Use by Students

- Submitting AI-generated work as entirely their own when AI use has not been permitted or disclosed.
- Using AI to complete an assessment, examination or controlled task where independent work is required.
- Using AI to impersonate another person, create harmful or deceptive content, or manipulate images, audio or video of others without appropriate permission.
- Generating or sharing bullying, discriminatory, threatening, sexual, violent or otherwise harmful content.
- Entering personal, confidential or sensitive information about students, staff or families into unauthorised AI tools.
- Using AI to bypass school security, monitoring, access controls or other technical safeguards.
- Using AI in any manner that breaches school rules, safeguarding requirements, copyright law or applicable UAE regulations.

6. Acceptable Use by Teachers and Staff

- Use approved AI tools to support lesson planning, differentiation, resource creation, formative feedback, administrative tasks, professional learning and idea generation.
- Review and adapt AI-generated material before sharing it with students or using it in school decisions.
- Ensure AI-generated resources are age appropriate, inclusive, accurate and aligned with the curriculum.
- Protect student and staff privacy and use only school-approved systems for information that requires protection.
- Maintain professional judgement and remain accountable for decisions made with AI assistance.
- Disclose AI use where required by school procedures, assessment requirements or professional expectations.

7. Unacceptable Use by Teachers and Staff

- Using AI as a substitute for professional judgement in safeguarding, inclusion, disciplinary, admissions, assessment or other high-impact decisions without appropriate human review.
- Uploading confidential student, parent or staff information into an AI tool that has not been approved for such use.
- Using AI-generated information without checking its accuracy where it could affect students, families or school operations.
- Creating misleading, discriminatory, defamatory or inappropriate content using AI.
- Using AI in a manner inconsistent with school policies, professional conduct requirements or applicable law.

8. Privacy, Data Protection and Safeguarding

- Do not enter names, photographs, identification details, medical information, behavioural records, assessment records, contact details or other sensitive information into public or unapproved AI tools.
- Use anonymised or fictional information when an AI tool is needed for planning or demonstration, unless an approved system permits otherwise.
- Consider whether an AI-generated image, audio or video could affect a student's dignity, safety or wellbeing before creating or sharing it.
- Report any suspected privacy breach, harmful AI-generated content or safeguarding concern to the appropriate school leader immediately.
- AIS will review AI tools before approving them for school use, taking account of privacy, security, age suitability and educational purpose.

9. Academic Integrity and Assessment

- Teachers must clearly state whether AI is permitted, restricted or prohibited for each relevant task.
- Students must follow the specific instructions provided for examinations, coursework, projects and other assessments.
- Where AI use is permitted, students may be required to retain prompts, drafts, sources or other evidence showing how AI contributed to the work.
- AI detection tools should not be treated as the sole evidence of academic misconduct. Any concern should be investigated through appropriate academic-integrity procedures.
- Students must be able to explain and demonstrate understanding of work submitted in their name.

10. AI Literacy and Training

- AIS will provide appropriate AI awareness and digital citizenship education for students.
- Staff will receive professional development on effective, ethical and safe use of AI.
- Students will be taught to question AI output, identify possible bias, verify information and use AI responsibly.
- Parents and guardians may be provided with guidance on responsible AI use and online safety.

11. Copyright and Intellectual Property

- Users must respect copyright, licensing and intellectual-property rights when using AI-generated or AI-assisted content.
- AI output must not be presented as original human-created work where doing so would be misleading.
- Users should use appropriately licensed, school-approved or original materials whenever possible.
- Teachers should check AI-generated resources for copyrighted material or inappropriate attribution before publication or classroom use.

12. Equity and Access

- AI use must not create unfair academic advantages based solely on access to paid tools or technology.
- Teachers should provide reasonable alternatives where AI access is not available or appropriate.
- AIS will consider accessibility needs when selecting and using AI tools.

13. Monitoring and Review

- AIS may monitor the use of school systems and devices in accordance with school policies and applicable requirements.
- The school may suspend access to an AI tool where misuse, safeguarding, privacy or security concerns arise.
- This policy will be reviewed periodically to reflect developments in AI, educational practice, school requirements and applicable UAE regulations.

14. Roles and Responsibilities

- School Leadership: Approve, implement, monitor and review the policy; provide appropriate training and oversight.
- Teachers: Set clear expectations, model responsible use, protect student information and assess learning appropriately.
- Students: Use AI honestly, safely and responsibly and follow teacher instructions.

- Parents/Guardians: Support responsible AI use at home and encourage safe, ethical and independent learning.
- IT/Relevant School Teams: Support approved tools, security controls, access and staff guidance.

15. Reporting Concerns

Any concern involving unsafe, inappropriate, deceptive, discriminatory or unauthorised AI use should be reported promptly to a teacher, form tutor, Head of Phase, Designated Safeguarding Lead, school leadership or the relevant school department, depending on the nature of the concern.

16. Student-Friendly AI Rules

- Think first — AI should help you learn, not do all the thinking for you.
- Ask permission — Follow your teacher's instructions.
- Protect privacy — Never share personal or confidential information.
- Check the answer — AI can be wrong.
- Be honest — Tell your teacher when AI has helped you.
- Be respectful — Never use AI to harm, bully, embarrass or deceive others.
- Stay in control — You are responsible for what you submit and share.

17. Policy Statement

Apple International School is committed to developing confident, responsible and digitally capable learners. AI should be used as a tool for learning, creativity, problem-solving and professional improvement while preserving human judgement, academic integrity, privacy, safeguarding and the fundamental value of independent thinking.

18. Related policies

- BYOD policy
- Behaviour policy
- Inclusion policy
- Wellbeing policy
- Teaching and learning policy
- Health and safety policy
- Social media defamation policy