# Providence English Private School (PEPS)
## AI Policy
## 2024–2025

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## Vision Statement

At PEPS, we aim to leverage AI responsibly and effectively to enhance teaching, learning, and administration while ensuring ethical practices, inclusivity, and safeguarding standards. AI tools will be employed as supportive resources to complement human-led education, enabling better outcomes for students, educators, and administrators.

## 1. Objectives

The AI Policy of PEPS is designed to:

1. 1. Promote responsible use of AI tools for teaching, learning, and administration.
2. 2. Ensure student data privacy, safeguarding, and security in compliance with UAE laws and regulations.
3. 3. Foster equity and inclusivity in the implementation of AI resources.
4. 4. Provide clear guidelines for the integration of AI into the school's operations.
5. 5. Mitigate risks associated with AI use, including bias, over-reliance, and ethical concerns.

## 2. Scope

This policy applies to:
- All staff, students, parents, and stakeholders using AI systems or tools provided or endorsed by PEPS.
- The use of AI for academic, administrative, and extracurricular purposes within the school.

## 3. Guiding Principles

1. Student-Centric Approach: AI tools should prioritize the well-being, development, and learning of students.

2. Transparency: Clear communication about how AI systems operate, their purpose, and their limitations.

3. Ethical Use: Avoidance of misuse or unethical applications of AI tools, such as discrimination or surveillance.

4. Inclusivity: Ensuring all students, including those with additional needs, have equitable access to AI benefits.

5. Data Security: Adherence to strict data protection standards to safeguard sensitive information.

## 4. Implementation Guidelines

### 4.1. Teaching and Learning

- Use AI-powered tools for personalized learning, progress tracking, and real-time feedback.
- Provide adaptive learning resources for students with special educational needs.

Teacher Support:
- Facilitate lesson planning, grading, and analytics with AI tools, reducing administrative workload.
- Offer training to educators to effectively integrate AI into their teaching strategies.

### 4.2. Administration

- Employ AI for attendance tracking, scheduling, and communication with parents.
- Use an AI Receptionist Chatbot to handle common inquiries, streamlining administrative processes while maintaining human oversight.

### 4.3. Safeguarding and Security

- Ensure student and staff data is anonymized, encrypted, and stored securely.
- Obtain parental consent for collecting and using student data within AI systems.
- Regularly review AI tools to identify and mitigate potential biases or risks.

## 5. Training and Development

- Conduct mandatory AI training workshops for teachers, administrators, and support staff.
- Provide AI awareness sessions for students and parents to build understanding and trust.
- Collaborate with technology partners for continuous professional development.

## 6. Monitoring and Review

- Establish a committee comprising teachers, administrators, and IT experts to oversee AI implementation.
- Conduct semi-annual reviews to assess the effectiveness and alignment of AI tools with the policy.
- Solicit feedback from stakeholders, including students and parents, for ongoing improvements.

## 7. Risk Mitigation

- Bias and Equity: Regular audits of AI systems to ensure fairness and prevent discrimination.
- Over-Reliance: Emphasize human oversight in all AI-powered decisions.
- Ethical Use: Develop clear usage boundaries, prohibiting unethical applications like predictive profiling without context.

## 8. Future Considerations

- Gradual introduction of advanced technologies like virtual reality (VR) labs and robotics programs.
- Explore partnerships with AI innovators and other educational institutions for shared learning.
- Update the AI Policy annually to keep pace with technological advancements and regulatory changes.

## 9. Compliance and Accountability

- Align with UAE data protection laws and international best practices for AI use.
- Hold all users accountable for adhering to the policy and provide avenues for reporting violations.
- Implement disciplinary measures for breaches of the AI Policy.

## 10. Communication of Policy

- Share the AI Policy with all stakeholders through meetings, newsletters, and the school's website.
- Ensure easy access to policy documents and support materials for parents and staff.