TEACHERS' AI USAGE POLICY

AY 2025-2026

CAMBRIDGE
International Education

Cambridge International School

Policy No.	AUS School Policy_Academics_39
Date reviewed	August 2025
Next update	August 2026
Prepared by	ELG
Reviewed by	Ms. Susan Rubin Varghese
Approved by	Mr. Nigel McQuoid

VISION STATEMENT

Our vision is that Arab Unity School aims to provide a stimulating, inclusive learning environment that challenges our students to discover their potential and develop into respectful, reliable, resilient and purposeful leaders of the global community.

MISSION STATEMENT

Our mission is to provide an affordable education with a solid foundation of knowledge, technology and life skills enabling our students to be socially conscious and responsible individuals.

CORE VALUES

Character Building	Progressive Thinking
Morally accountable Diligent Trustworthy Self-regulator Caring	Technologically competent Collaborative Adaptable Enquiring Creative
Global Commitment	**Leadership Skills**
Environmentally conscious Persevering Tolerant Effective Participant	Inspiring Motivating Decisive Consistent Team player Reflective Learner

Purpose: Arab Unity School recognizes the importance of integrating Artificial Intelligence into our teaching practices. This policy outlines responsible and ethical guidelines for teachers on how to effectively use AI tools in classrooms and administrative tasks.

Scope: This policy applies to all teaching and administrative staff employing AI for instructional purposes, curriculum planning, assessments, student management, and professional communication.

Guidelines for Teachers:
- AI should be employed to support and enrich teaching practices, enhancing student learning experiences, but not replacing the essential role of the teacher.
- Protect student privacy by avoiding sharing sensitive or personal information with AI tools.
- Transparently communicate with students and parents when AI is used to create or support educational content or assessments.
- Regularly monitor and assess AI-generated materials to ensure accuracy, relevance, fairness, and appropriateness for students.
- Clearly define and communicate the appropriate usage and limitations of AI tools to students.
- Teachers must only use school-approved and vetted AI tools, as specified by Digital Learning Team or IT Department. This list may be periodically reviewed based on data protection, accessibility and reliability.

Ethical Considerations:
- Maintain professional integrity and avoid any form of bias or discrimination in AI integration.
- Address any identified AI bias in teaching materials, especially with respect to gender, race, culture, language or inaccurate references to the region.
- Use AI responsibly to ensure equity and inclusivity, ensuring all students, including those with special educational needs and English Language Learners are supported.
- Educate students comprehensively on the ethical implications and responsible use of AI technologies as part of their Moral Education and Digital Citizenship Curriculum.

Teacher Responsibilities:
- Fully comply with the school's AI usage policy and guidelines aligned with KHDA and UAE local laws.
- Report immediately any misuse, security breach or unethical behavior involving AI technologies to school administration.
- Actively participate in professional development sessions focused on AI innovations, bias awareness and ethical integration in pedagogy.
- Participate during policy review by providing feedback and sharing classroom experiences regarding AI use.

School Community Transparency:
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> Teachers must work with ELG members to inform parents and the wider school community about the role and boundaries of AI in learning, thus promoting transparency and building trust.

Consequences for Violations:
- **First violation**: Advisory meeting with the leadership team and documented corrective action plan.

- **Second violation**: Formal written warning and compulsory attendance in professional development focused on ethical AI integration.
- **Subsequent violations:** Progressive disciplinary actions as per school employment and professional conduct guidelines.
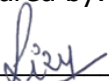
Support and Resources:
- Seek guidance from the IT department or school-designated technology integration experts for assistance and clarity.
- A list of approved AI platforms and training on emerging technologies will be provided to ensure best practices in education.

Review and Updates: This policy will be reviewed annually to reflect developments in AI technologies, educational standards, and ethical practices.

Prepared by: Date: 15-08-2025

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Head of Primary

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Head of Secondary

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Ms. Ashita Sara
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Reviewed by: Date: 18-08-2025

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