

Artificial Intelligence (AI) Policy

POLICY FOR	AI Policy
PERSON RESPONSIBLE	Academic Improvement Team Leader, ICT Engineer, Digital Leader
REVIEW DATE	May 2026
REVIEWED BY	Assistant Principals and Head of School
APPROVED DATE	
APPROVED BY	Executive Leadership Team
DATE OF NEXT REVIEW	June 2027
RELATED POLICIES	Rewards and Sanctions Policy, Safeguarding Policy, Online Security Policy, Anti-bullying Policy, Acceptable use of digital resourcesPolicy, Wellbeing Policy

Executive Principal / CEO and Brand

Ambassador for GEMS Westminster Schools




1. Purpose

This policy ensures the ethical, safe, and effective use of Artificial Intelligence (AI) technologies within The Westminster School (TWS, Dubai), in alignment with GEMS Education's AI policy (POL/IT/0040). It aims to:

- Enhance learning and teaching.
- Empower staff through automation.
- Protect students' well-being and privacy.
- Promote innovation while maintaining academic integrity.

2. Scope

This policy applies to all AI-related tools, platforms, systems, and practices used in The Westminster School, Dubai by:

- Students (FS to Year 13)
- Teachers and Teaching Assistants
- Administrative and Support Staff
- Parents (via school communication tools)
- External vendors supporting AI solutions

3. Guiding Principles

TWS, Dubai upholds the following AI principles:

- **Inclusivity & Accessibility:** AI tools will support all students, including those with special needs.
- **Ethical Use:** AI should never replace human judgment, empathy, or creativity.
- **Transparency:** Stakeholders will be informed about the AI tools used.
- **Privacy & Security:** Data collection and usage will comply with local and GEMS privacy regulations.
- **Academic Integrity:** AI-generated content must be acknowledged where used and not submitted as original student work.

4. Roles and Responsibilities

4.1 Teachers

Permitted:

- Use GEMS-approved/trusted AI tools for lesson planning, quizzes, differentiated learning, and marking.
- Explore AI for student engagement (e.g., avatars, chatbots).

Prohibited:

- Using AI to make final academic decisions.
- Sharing student data with external AI platforms.
- Relying solely on AI for assessments or feedback.

4.2 Students

Permitted:

- Use GEMS-sanctioned AI platforms like LearnOS under supervision.
- Engage with AI tools to enhance understanding and creativity (with teacher guidance).

Prohibited:

- Submitting AI-generated work as their own.
- Using public AI tools (e.g., ChatGPT, Gemini) without teacher approval.
- Generating inappropriate or misleading content.

4.3 Administrative & Support Staff

Permitted:

- Automate scheduling, communication, and data analysis using GEMS-approved tools.
- Use AI to improve parent engagement and operational efficiency.

Prohibited:

- Uploading internal data to unapproved AI platforms.
- Using AI to impersonate staff or mislead stakeholders.



Consequences for Non-Compliance

Failure to comply with this policy may result in appropriate action in line with school procedures, including restriction of access to systems, parental involvement (for students), or disciplinary action for staff.

5. AI and Student Well-being

TWS, Dubai will:

- Implement AI filters to block harmful content.
- Monitor for signs of AI-related cyberbullying.
- Provide students with safe digital environments, with adult supervision.

6. AI Literacy

TWS, Dubai commits to:

- Embedding AI understanding in computing and cross-curricular lessons (Y5–Y13).
- Hosting AI Awareness Days and workshops for parents and students.
- Providing ongoing professional development to staff.

Use of AI-enabled Classroom Tools

TWS, Dubai recognises the use of AI-supported teaching and learning tools to enhance student engagement, assessment, and feedback. Platforms such as ClassPoint are used across all classes to support interactive learning, real-time questioning, formative assessment, and teacher feedback.

All AI-enabled tools will be used in a controlled, purposeful manner to support pedagogy, with staff ensuring appropriate supervision, data protection, and responsible use in line with the school's safeguarding and AI literacy framework.

7. AI and Assessment

- AI tools may support formative assessment but not replace teacher-led summative evaluations.
- Students must declare AI usage in coursework and research assignments.
- Teachers will employ oral questioning or interviews to verify understanding.

8. Curriculum Board Compliance

- AI use in teaching, assessment, and student work will comply with exam board regulations (CAIE, Pearson Edexcel, Oxford AQA etc.).
- AI-generated work must be cited when required.

9. Innovation and Research

TWS, Dubai encourages safe, ethical, and responsible experimentation with AI to foster innovation, creativity, and research-driven learning.

Student Innovation Activities

- Students will be provided with opportunities to engage in AI-related activities, competitions, challenges, projects, exhibitions, and collaborative learning experiences that promote creativity, problem-solving, and critical thinking.
- AI may be integrated into enrichment activities, cross-curricular projects, and innovation-focused events to enhance student learning and engagement.
- Students are encouraged to explore emerging technologies responsibly while demonstrating digital citizenship and ethical AI practices.

Pilot Projects and Responsible Innovation

- Staff and students may pilot AI projects and initiatives to enhance teaching, learning, administration, and student well-being.
- All pilot projects must be approved and monitored by the Senior Leadership Team (SLT) or designated leaders to ensure safe, ethical, and responsible implementation.
- Pilot projects should have clear objectives, appropriate safeguards, and mechanisms for evaluating impact and effectiveness.

Research and Evidence-Based Practice

- Staff are encouraged to engage in action research and reflective practice to evaluate the impact of AI on teaching, learning, and operational effectiveness.
- Students may undertake research projects that explore the opportunities, limitations, and ethical implications of AI technologies.
- Outcomes and findings from AI initiatives may be shared within the school community to support continuous improvement and informed decision-making.

Ethical Innovation

- Innovation involving AI must prioritize transparency, privacy, security, fairness, and human oversight.

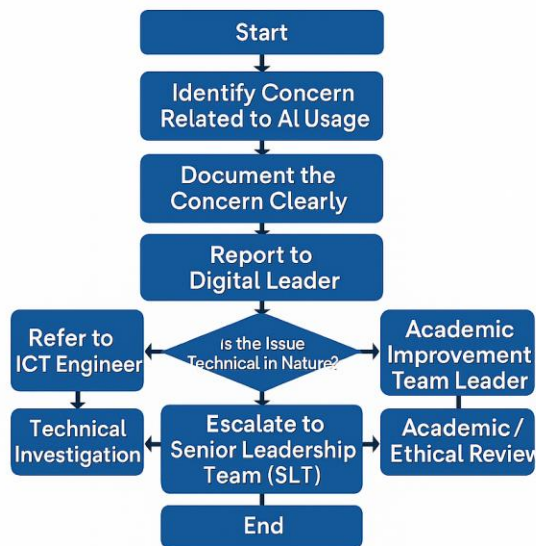
- AI should be used to enhance human creativity, learning, and decision-making rather than replace professional judgment or meaningful human interaction.

10. Reporting & Support

Concerns or violations of the AI policy should be reported to:

- Academic Improvement Team Leader , Digital Leader, ICT Engineer
- Senior Leadership Team

AI Usage Concern Reporting Flowchart



11. Policy Review

- This policy will be reviewed annually in September by SLT.
- Stakeholders will be consulted, and updates will be communicated clearly.