



Ethical Use of A.I. Policy

2024 - 2025

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Review period | Annually

Lead Reviewer | Assistant Principals



***“Empowering today,
for a limitless tomorrow.”***



**Limitless
Learning**



**Limitless
Solutions**



**Limitless
Possibilities**

1. Introduction

At GEMS Wellington Academy Al Khail, we recognise the importance of artificial intelligence (AI) as a valuable tool for enhancing learning experiences and improving educational outcomes. We are committed to using AI in an ethical and responsible manner, ensuring that it aligns with our school's values and principles. This policy document outlines the ethical principles and guidelines that will govern the use of AI at our school, with the aim of ensuring that it is used in a manner that is fair, transparent, and accountable.

2. Ethical Principles

The following ethical principles will guide the use of AI at GEMS Wellington Academy Al Khail:

- 2.1. **Fairness:** We will ensure that the use of AI is fair and does not result in discrimination, bias, or unfair treatment of any individual or group. We will strive to eliminate bias in data used for AI, and we will avoid using AI in a way that perpetuates existing inequalities or disadvantages certain individuals or groups.
- 2.2. **Transparency:** We will be transparent in our use of AI, providing clear explanations of how AI is used and its potential impact on individuals and the school community. We will strive to ensure that the decision-making processes involving AI are transparent, and that individuals affected by AI understand how it works.
- 2.3. **Accountability:** We will take responsibility for the decisions and actions resulting from the use of AI at our school. We will establish clear lines of accountability and responsibility for AI, and we will ensure that individuals using AI are trained and competent in its appropriate use.
- 2.4. **Privacy and Data Protection:** We will protect the privacy and data of individuals in accordance with UAE laws and regulations. We will ensure that AI is used in a manner that respects the privacy rights of individuals and safeguards their personal data.
- 2.5. **Education and Awareness:** We will provide education and awareness programs to our staff,



students, and parents about the ethical use of AI. We will promote a culture of responsible AI use and encourage discussions on the ethical implications of AI within our school community.

3. Guidelines for AI use

The following guidelines will be followed in the use of AI at GEMS Wellington Academy Al Khail:

- 3.1. Data Collection and Use: We will collect and use data for AI purposes only with appropriate consent, and in compliance with UAE laws and regulations. We will ensure that data used for AI is accurate, reliable, and relevant to the intended purpose, and that it is protected against unauthorised access or use.
- 3.2. Bias Mitigation: We will take steps to identify and mitigate bias in AI algorithms and systems used at our school. We will conduct regular reviews of AI systems to ensure that they do not produce discriminatory or biased outcomes.
- 3.3. Decision-making and Human Oversight: We will ensure that decisions made using AI are not solely reliant on AI algorithms, and that human oversight is maintained. Human judgment will be used to validate and interpret AI-generated results, and decisions made using AI will be subject to review and accountability.
- 3.4. Transparency and Explainability: We will provide clear explanations of how AI is used at our school and its potential impact on individuals. We will ensure that individuals affected by AI understand how decisions are made and the factors that influence those decisions.
- 3.5. Security and Privacy: We will implement appropriate security measures to protect AI systems and data against unauthorised access, use, or disclosure. We will ensure that personal data used for AI is handled in accordance with UAE laws and regulations, and that privacy rights of individuals are respected.
- 3.6. Staff Training and Competency: We will provide training and professional development opportunities for our staff to ensure their competency in the appropriate use of AI.
- 3.7. Plagiarism and Use of A.I. Detection Apps: We acknowledge that the use of AI-based plagiarism detection apps, such as Turnitin, can be a valuable tool in upholding academic integrity. However, we will ensure that the use of such apps is in compliance with UAE laws and regulations, and that the privacy and data protection rights of our students are respected.
- 3.8. Education on Plagiarism and Academic Integrity: We will provide education and awareness programs to our students on the importance of academic integrity, including the appropriate use of AI-based tools for plagiarism detection. We will emphasise the consequences of plagiarism and the importance of citing sources properly in academic work.
- 3.9. Use of AI in Assessments: We acknowledge that AI can be utilised in assessments to enhance the efficiency and accuracy of grading and feedback processes. However, we will ensure that



the use of AI in assessments aligns with educational standards, guidelines, and best practices, and is transparent to students. Assessed course work (particularly for BTEC and external exams) will be required to be written in controlled conditions with appropriate supervision.

- 3.10. Fairness and Transparency in AI-based Assessments: We will take necessary measures to ensure that AI-based assessments are fair, transparent, and do not result in bias or discrimination against any particular group of students. We will regularly review and validate the accuracy and reliability of AI-based assessment tools to minimise the risk of biased outcomes.
- 3.11. Human Oversight in Lesson Design: We recognise the importance of human oversight in the design of lesson plans to ensure that the use of AI does not compromise the quality and integrity of the teaching and learning process. We will have trained educators involved in the design, implementation, and evaluation of AI-based assessments, lesson plans, presentations, and generally all teaching material.
- 3.12. Student Rights and Privacy in AI-based Assessments: We will uphold the privacy and data protection rights of our students in the use of AI-based assessments. We will ensure that students are informed about the use of AI in assessments and that their data is collected, stored, and used in compliance with UAE laws and regulations. When relevant, we will also provide students with opportunities to review and appeal their assessment results, including those obtained through AI-based assessments.

4. Reporting and Accountability

We are committed to maintaining accountability and transparency in our use of AI at GEMS Wellington Academy Al Khail. Any concerns or incidents related to the ethical use of AI should be reported to the appropriate school authorities. Reports of bias, discrimination, privacy breaches, or other ethical concerns related to AI will be thoroughly investigated, and appropriate actions will be taken to address and resolve the issues in a timely manner.

5. Review and Update

This policy on the ethical use of AI will be reviewed periodically to ensure its effectiveness and alignment with changing technologies, laws, and regulations. Updates to the policy will be communicated to all relevant stakeholders, including staff, students, and parents.

6. Conclusion

The key to preparing for an uncertain future is to have a strong foundation in the knowledge that has shaped the world today, particularly in the realm of AI. Students need to develop their intellectual capabilities and have a solid understanding of foundational knowledge to effectively utilise AI. At WEK, we will continue to focus on teaching students about emerging technologies like generative AI, including its limitations, reliability, potential bias, and online safety.



At GEMS Wellington Academy Al Khail, we recognise the potential of AI in enhancing education while upholding ethical standards. We are committed to using AI in a responsible and accountable manner, guided by the principles of fairness, transparency, accountability, privacy, and educational best practices. We will strive to ensure that AI is used in a manner that is consistent with our school's values and principles, and that it benefits our students and the entire school community.