



ARTIFICIAL INTELLIGENCE POLICY

Policy Approval Date:	Pending
Review Cycle	Annual
Next Review Date:	May 2027

General Statement

Saint Andrew's International High School (SAIntS) recognises that Artificial Intelligence (AI) is an increasingly significant tool in education and professional practice. When used effectively and responsibly, AI can enhance learning, support creativity, improve efficiency, and strengthen students' preparedness for future study and employment.

In line with the school's vision to be **"A leader of education in Africa"**, SAIIntS is committed to the **safe, ethical, transparent, and responsible use of AI**. This policy provides clear expectations for students and staff, ensuring that innovation is balanced with strong safeguarding, academic integrity, and professional standards, in line with international best practice and COBIS expectations.

Rationale

As a future-focused international school, SAIIntS recognises both the opportunities and potential risks presented by AI technologies. This policy exists to ensure that AI use:

- Enhances high-quality teaching and learning
- Supports the development of digital literacy, critical thinking, and ethical judgement
- Protects students, staff, and the wider school community
- Maintains academic integrity and fairness
- Reflects responsible leadership in education at local, regional, and international levels

By embedding thoughtful and principled AI use, SAIIntS aims to model innovative yet ethical educational practice, consistent with leading international schools.

Aims & Objectives

- To provide clear guidance for the ethical and appropriate use of AI by students and staff
- To support students in developing responsible AI literacy and digital citizenship To ensure that AI enhances learning and professional practice rather than replacing human judgement
- To safeguard personal, confidential, and sensitive information
- To promote fairness, transparency, inclusion, and academic honesty

Definition

Artificial Intelligence (AI) refers to digital systems or tools that generate text, images, code, data analysis, or other outputs in response to user prompts or data. This include both discrete AI tools and integrated AI capabilities in administration or educational software. AI tools require careful human oversight and critical evaluation.

Scope

This policy applies to:

- All students at Saint Andrew's International High School using school platform tools
- All students year 9 and above using discrete AI tools including the provided Microsoft CoPilot
- All teaching and non-teaching staff
- All consultants, contractors or other service providers engaging with school data
- Any AI tools used through school systems, devices, or accounts for school-related purposes

Approved AI Systems

SAIntS provides access to Microsoft Copilot for Education as the school's approved AI platform. This tool has been selected to provide a secure, education-appropriate environment in which school data is protected and not linked to public AI model training. Students from Year 9 and above may have access to CoPilot as part of the digital curriculum and tools provided to students to extend their learning through the Digital Campus. WayGround is also approved for student use across the school where AI is used to provide students with ongoing assessment. This may be accessed by all students across the school.

Use of other AI tools for school-related work is not permitted unless the software has been accepted for use by technical services and is explicitly authorised for student user by a teacher or a member of the Senior Leadership Team (SLT). Again, as recommended by Microsoft, Google and other leading AI providers, students must be in Year 9 or above to use these tools.

Ethical User of AI

SAIntS promotes the ethical, responsible, and fair use of AI. As a school aspiring to educational leadership in Africa, all users are expected to act with integrity, accountability, and respect when engaging with AI technologies.

AI-generated content may be inaccurate, incomplete, or biased. Students and staff remain responsible for critically evaluating, checking, and editing all AI outputs before use or submission.

Student Use of AI

Access

- Students may access AI tools from Year 9 onwards using the approved school platform.
- AI use should be purposeful, supervised, and aligned with learning objectives.

Permission & Transparency

- Students may only use AI for classwork, homework, or assessments where explicit permission has been given by the teacher.
- Where AI has been used, this must be clearly acknowledged and referenced within the work.
- Teachers will make clear when AI use is permitted or prohibited, particularly for assessed tasks.

Acceptable Uses

Examples include:

- Brainstorming and planning ideas
- Improving clarity, structure, or organisation of work
- Supporting revision and retrieval practice
- Generating practice questions, outlines, or coding support under guidance

Unacceptable Uses

Students must not:

- Submit AI-generated work as entirely their own
- Use AI to bypass learning, skill development, or assessment expectations
- Use AI during assessments without permission
- Input personal, confidential, or identifiable information into AI tools
- Where AI is prohibited in an assessment, its use may be treated as academic misconduct.

Any misuse of AI will be addressed in line with the behaviour for Learning and Academic Integrity policies.

Inclusion & Accountability

Where appropriate and authorised, AI may be used to support accessibility, inclusion, and differentiated learning, helping students engage more effectively with the curriculum while maintaining high academic expectations. This may include specific AI powered educational software to support students with additional needs.

Staff Use of AI

Staff are expected to use Microsoft Copilot for school-related professional tasks, particularly where the secure handling of data is essential. Appropriate uses include:

- Lesson planning and curriculum development
- Resource creation and differentiation
- Professional reflection, analysis, and planning
- Administrative, organisational, and productivity tasks
- Analysing student data

AI should support, not replace, professional expertise and judgement. Staff remain responsible for the accuracy, appropriateness, and ethical implications of any AI-supported output.

Data Protection

Under no circumstances should staff or students:

- Input confidential or sensitive school information into AI tools outside of the SAIntS Teams and Digital Campus system
- Share names or identifiable details of students, parents, or staff
- Upload safeguarding, pastoral, or disciplinary information

All AI use must comply with the school's safeguarding responsibilities, data protection expectations, and professional conduct standards.

Personal AI Usage Outside of School

Where students or staff choose to use AI tools outside of the school's approved systems for personal purposes, they must ensure that school-related information, prompts, or outputs are not retained or used to train AI models. Where such settings exist, users are expected to disable data retention or model-training options and to comply with the school's data protection and safeguarding expectations at all times.

Leadership, Governance & Review

Oversight of this policy sits with the Senior Leadership Team and the Digital Learning Lead, ensuring alignment with the school's strategic vision, safeguarding responsibilities, and international standards.

This policy will be reviewed regularly to reflect developments in AI technology, educational practice, and COBIS guidance.

Linked Policies

- Acceptable Use Policy
- Safeguarding & Policy
- Behaviour for Learning Policy
- Teaching & Learning Policy
- Online Learning Policy

Staff Link: TO BE CONFIRMED