



ARTIFICIAL INTELLIGENCE POLICY

Policy Approval Date: June 2026

Review Cycle: Annual

Next Review Date: June 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 appropriately, AI can enhance teaching and learning, support creativity, improve efficiency, and prepare students 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 sets out clear expectations for students and staff, ensuring that innovation is balanced with safeguarding, academic integrity, data protection and professional judgement.

Rationale

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

- 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, fairness and accountability
- Reflects responsible leadership in education in line with international best practice

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 without replacing human judgement
- To safeguard personal, confidential, and sensitive information
- To promote fairness, transparency, inclusion, and academic honesty
- To ensure that the use of AI aligns with the school's safeguarding, behaviour and professional conduct expectations

Procedures

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 includes 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, 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 **Microsoft Copilot** for Education as the school's approved AI platform. This system has been selected to ensure a secure, education appropriate environment where school data is protected and not used for public AI model training.

WayGround is also approved for student use, where AI supports assessment and learning across the school.

Use of any other AI tools for school related purposes is not permitted unless explicitly approved by Technical Services and authorised by a member of the Senior Leadership Team (SLT). As recommended by leading AI providers, access to discrete AI tools is limited to students in Year 9 and above.

Ethical User of AI

All users of AI at SAIIntS are expected to act with integrity, accountability and respect. AI-generated content must always be critically evaluated and edited by the user. Responsibility for accuracy, appropriateness and ethical use remains with the individual.

Student Use of AI

Access

Students may access approved AI tools from Year 9 onwards, under supervision and for educational purposes 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.
- Teachers will make clear when AI use is permitted or prohibited, particularly for assessed work.

Acceptable Use Includes:

- 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

The use of AI must not compromise assessment validity or examination requirements.

Unacceptable Uses

Students must not:

- Submit AI-generated work as 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

Misuse of AI may be treated as academic misconduct and will be addressed in line with the school's Behaviour for Learning policies and the expectations, regulations and guidance of relevant examination boards.

Inclusion & Accountability

Where appropriate and authorised, AI may be used to support accessibility, inclusion and differentiated learning, including for students with additional needs, while maintaining high academic expectations.

Staff Use of AI

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

AI must 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
- Assessment, Feedback and Marking Policy

Staff Link: DHT

