

AI USE POLICY

approved June 25, 2025

Introduction

At Dallas International School (DIS), we recognize the transformative potential of Artificial Intelligence (AI) in enhancing educational experiences and fostering innovation. As AI becomes increasingly integrated into the learning environment, it is essential to establish clear guidelines that ensure its ethical and responsible use. This policy outlines DIS's approach to AI use, emphasizing the protection of academic integrity, the promotion of ethical practices, and the safeguarding of personal data. Our goal is to harness AI's capabilities while maintaining our commitment to the highest standards of education and respect for human agency.

Policy Objectives

The primary objectives of this AI Policy are to:

- provide a comprehensive framework for the ethical and responsible use of AI in education;
- promote the use of AI as a tool that enhances, rather than replaces, human creativity and learning;
- ensure that AI use aligns with the values of academic integrity, transparency, and fairness;
- safeguard the privacy and security of personal data in compliance with relevant legal and regulatory standards; and
- encourage innovation among educators by integrating AI in ways that support and inspire student learning.

Ethical Framework for AI Use in School

The ethical use of AI at DIS is guided by principles that align with the broader goals of education: fairness, accountability, transparency, and respect for human rights. All AI tools and applications used within the school must adhere to these principles:

- **Fairness.** AI tools must be designed and used in ways that avoid perpetuating biases or creating inequities among students. It is essential to consider how AI might impact different groups and ensure that its use contributes to equitable educational outcomes.
- **Transparency.** The processes and decisions made by AI systems should be understandable and accessible to all users. Students and educators must be able to interpret AI outputs and understand how decisions are reached.
- **Accountability.** Human oversight is critical in the use of AI. Educators and administrators must take responsibility for the decisions made with AI tools and ensure that these decisions align with educational goals and ethical standards.
- **Respect for Human Rights.** AI tools should support the dignity, autonomy, and rights of all students. They should empower individuals to make informed decisions and take control of their learning processes.

This ethical framework is informed by global standards and guidelines, including those set by UNESCO, which emphasizes that "AI must be grounded in the protection of human rights, human dignity, and human flourishing" (UNESCO, 2023).

Regulatory Compliance

DIS is committed to ensuring that all AI tools and applications used in our educational environment comply with applicable laws and regulations. This includes adherence to data protection laws, intellectual property rights, and educational standards. To this end, we will strive to:

- vet all AI tools for compliance with relevant regulations before they are integrated into the school's systems;
- regularly review and update our AI practices to remain in line with new legal developments and best practices; and
- provide training for educators and staff on the regulatory requirements related to AI use in education.

By maintaining rigorous compliance, we ensure that our use of AI not only enhances learning but also upholds the highest standards of legal and ethical responsibility.

Data Privacy

The protection of personal data is a fundamental aspect of our AI use policy. DIS is committed to safeguarding the privacy of all students, educators, and staff by enforcing strict data privacy measures. As part of this commitment:

- No Personal Identifying Information (PII), such as names, addresses, phone numbers, or other identifiable data, may be entered into any AI platform. This is crucial in preventing unauthorized access to sensitive information and ensuring compliance with data protection regulations such as the General Data Protection Regulation (GDPR).
- AI tools used within the school must be designed and operated in ways that protect user privacy, including anonymizing data where possible and ensuring that data is securely stored and processed.

Educators and students are expected to be vigilant in protecting their personal data and to adhere to the school's guidelines on data privacy. Violations of this policy may result in disciplinary action and are considered serious breaches of the trust placed in our community.

Promoting Human Agency

At DIS, we view AI as a tool to enhance, not replace, the capabilities of students and educators. Promoting human agency means ensuring that AI supports the educational process by enabling individuals to make informed decisions, exercise creativity, and take ownership of their learning.

- **Individual Empowerment.** AI tools should be used to personalize learning experiences, provide targeted feedback, and support differentiated instruction. By leveraging AI, educators can better meet the needs of diverse learners, helping them achieve their full potential.
- **Human Oversight.** While AI can provide valuable insights and assistance, human judgment remains central to the educational process. Educators must maintain control over how AI is used in the classroom, ensuring that it complements, rather than dominates, teaching and learning.
- **Critical Engagement.** Students should be encouraged to critically engage with AI, understanding its limitations and questioning its outputs. This critical approach fosters a deeper understanding of both the content being studied and the role of AI in society.

According to UNESCO's guidance, "AI should be used to augment human intelligence, enhance human capabilities, and promote human agency" (UNESCO, 2023).

Addressing Challenges and Risks

While AI offers significant opportunities for enhancing education, it also presents challenges and risks that must be carefully managed. These include:

- **Algorithmic Bias.** AI systems can perpetuate existing biases or introduce new ones if not carefully monitored. To mitigate this risk, DIS will regularly strive to review AI tools for bias and take corrective action as needed.
- **Over-Reliance on AI.** There is a risk that students or educators may become overly dependent on AI, potentially diminishing critical thinking and creativity. Educators are encouraged to balance AI use with traditional teaching methods to ensure that students develop a well-rounded skill set.
- **Data Security.** The use of AI involves the processing of large amounts of data, which must be securely managed to prevent breaches and unauthorized access. DIS will implement robust security measures to protect data associated with AI tools.

To address these challenges, DIS is committed to ongoing training, monitoring, and evaluation of AI tools and practices. We will also engage with students, educators, and parents to raise awareness of the potential risks and encourage responsible AI use.

Academic Integrity

The integration of AI into the educational process must be aligned with the principles of academic integrity as outlined in the DIS Academic Integrity Policy. This means that students are expected to use AI tools in a way that is honest, transparent, and reflective of their own work and learning:

- **Green Light Assignments.** AI may be used to support the completion of assignments, provided that its use is properly documented and credited. Students must clearly indicate how AI contributed to their work, and failure to do so will be considered a violation of academic integrity.
- **Yellow Light Assignments.** AI may be used to assist in the preparation phase of the assignment; however, students are responsible for the accuracy and originality of the final submission. AI use must be acknowledged, and any failure to do so will be treated as academic misconduct.
- **Red Light Assignments.** AI use is strictly prohibited for these assignments. Students are expected to complete the work independently, and any use of AI will be considered a serious breach of academic integrity.

To uphold academic integrity in an AI-integrated learning environment, teachers may require students to submit a version history of their work—for example, using the version tracking function in Google Docs or a similar platform. This requirement allows educators to verify the authentic development of student ideas and to ensure that work submitted reflects meaningful engagement and independent effort. If requested by the teacher, a student's failure to provide a version history may result in the work being considered not submitted until such documentation is provided. This measure supports transparency and reinforces responsible academic practices in the age of digital tools and AI.

Implementing AI in Education

DIS encourages educators to explore the potential of AI as a tool for generating new ideas, enhancing instructional strategies, and engaging students in innovative ways. AI can be a powerful resource for:

- **Creative Problem-Solving.** AI tools can help generate new approaches to teaching and learning, offering fresh perspectives and solutions to educational challenges.
- **Personalized Learning.** AI can support personalized learning experiences by adapting content to meet the unique needs of each student, helping them to achieve their full potential.
- **Innovation in Education.** By integrating AI into the classroom, educators can experiment with new methods and techniques that enrich the learning experience and prepare students for the future.
- **Enhancing Feedback and Assessment.** AI can be used to provide real-time feedback on student work, helping educators identify areas where students may need additional support. This can also streamline the assessment process, allowing for more timely and accurate evaluations of student progress.
- **Supporting Differentiated Instruction.** AI tools can assist in differentiating instruction by providing tailored resources and activities that cater to the diverse learning styles and abilities of students. This ensures that every student has access to the appropriate level of challenge and support.
- **Facilitating Collaborative Learning.** AI can facilitate collaborative learning by enabling students to work together on projects and assignments, even when they are not physically in the same location. AI-driven platforms can help manage group dynamics, track contributions, and ensure that all students are actively engaged.

We encourage all educators to engage with AI thoughtfully, using it to inspire creativity and innovation in their teaching practice. By embracing the integration and use of AI in our practice, we can foster a learning environment that is dynamic, inclusive, and forward-thinking.

Policy Review and Publication

This policy is reviewed regularly through collaborative planning, and final versions for publication are sent to and formally approved by the DIS Executive Leadership Team. The latest version of this policy is made available to the DIS community through the MyDIS platform.