



AMERICAN INTERNATIONAL SCHOOL OF LIMBE (AISL)

Artificial Intelligence and Responsible Technology Use Policy

Policy Number: AISL-TECH-001

Approved By: Board of Directors

Effective Date: August 2026

Review Cycle: Every Two Years

"At AISL, artificial intelligence and digital technologies should empower human creativity, deepen understanding, strengthen ethical decision-making, and prepare students to lead responsibly in an increasingly digital world. Technology enhances learning—it never replaces curiosity, critical thinking, integrity, or human relationships."

Table of Contents

1. Purpose
2. Philosophy
3. Guiding Principles
4. Scope
5. Definitions
6. Responsible AI Use
7. Student Expectations
8. Teacher Expectations
9. Parent Partnership
10. AI in Learning
11. AI in Assessment
12. Acceptable Technology Use
13. Digital Citizenship
14. Cyber Safety
15. Data Privacy
16. Copyright & Intellectual Property
17. Responsible Social Media Use
18. Technology Infrastructure
19. BYOD
20. AI Ethics
21. Prohibited Uses
22. Monitoring & Security
23. Consequences
24. Reporting Concerns
25. Appeals
26. Policy Review
- Appendices

1. Purpose

To establish clear expectations for the ethical, safe and effective use of artificial intelligence and digital technologies in support of teaching, learning and school operations.

2. Philosophy

AISL embraces technology as a tool that enhances learning while maintaining human creativity, academic integrity and responsible decision-making.

3. Guiding Principles

Innovation, integrity, safety, inclusion, privacy, digital citizenship, equity and continuous learning guide all technology use.

4. Scope

Applies to all students, staff, parents, contractors and visitors using AISL technology resources or participating in digital learning.

5. Definitions

Defines Artificial Intelligence, Generative AI, Digital Citizenship, Personal Data, Cybersecurity, Intellectual Property and Responsible Use.

6. Responsible AI Use

AI may support brainstorming, language development, coding practice, study support and feedback when authorized. Users remain responsible for verifying accuracy and acknowledging AI assistance where required.

7. Student Expectations

Students are expected to use school technology respectfully, protect passwords, respect others online, cite sources, protect personal information and follow teacher guidance.

8. Teacher Expectations

Teachers may use AI to enhance planning, differentiation, assessment design and communication while reviewing all AI-generated content for accuracy and appropriateness.

9. Parent Partnership

Parents are encouraged to understand AI, supervise technology use at home, reinforce digital citizenship and partner with the school on responsible technology practices.

10. AI in Learning

Students may use AI for brainstorming, revision, translation support, coding practice and feedback only when permitted. Independent thinking and original work remain essential.

11. AI in Assessment

AI use during assessments is permitted only when explicitly authorized. Unauthorized AI-generated work, fabricated sources or falsified data constitute academic misconduct.

12. Acceptable Technology Use

School devices and networks are to be used primarily for educational purposes in accordance with the Acceptable Use Agreement.

13. Digital Citizenship

AISL teaches respectful communication, media literacy, critical evaluation of online information, digital footprints and responsible online collaboration.

14. Cyber Safety

Students learn safe online behaviour, cyberbullying prevention, password security and responsible reporting of concerns.

15. Data Privacy

AISL protects personal information, uses secure educational platforms and limits access to confidential data.

16. Copyright and Intellectual Property

Users must respect copyright, licensing agreements and proper citation practices.

17. Responsible Social Media Use

Students and staff are expected to represent themselves and the school respectfully online and avoid harmful or misleading content.

18. Technology Infrastructure

AISL maintains secure digital systems and provides appropriate technology resources to support learning.

19. Bring Your Own Device (BYOD)

Personal devices may be used only in accordance with school procedures and teacher direction.

20. AI Ethics

Students examine bias, fairness, transparency, accountability, environmental impacts and human oversight in AI systems.

21. Prohibited Uses

Prohibited uses include cheating, plagiarism, deepfakes intended to deceive, cyberbullying, unauthorized access, hacking, fabrication of evidence or misuse of AI.

22. Monitoring and Security

AISL may monitor school-owned systems to protect users, maintain security and ensure compliance with school policies.

23. Consequences

Violations may result in restorative action, loss of technology privileges, academic consequences or disciplinary measures depending on severity.

24. Reporting Concerns

Students, staff and parents should promptly report cybersecurity, privacy or technology concerns to school leadership.

25. Appeals

Appeals follow the school's established process through the teacher, Division Principal, Head of School and, where applicable, the Board.

26. Policy Review

This policy will be reviewed every two years or earlier in response to developments in AI, technology, law or educational practice.

Appendices

Student AI Agreement; Parent Technology Agreement; Staff AI Agreement; Responsible Technology Use Agreement; Device Loan Agreement; AI Citation Guide; Cyberbullying Report Form; Technology Incident Report; AI Decision Tree; Recommended AI Tools; Screen Time Guidance by Grade Level.