



Safe AI Usage Policy

Master AI Safety & Policy Manual

Master Policy Overview

This Master Document consolidates all five role-segregated Artificial Intelligence policies for Buds Public School. It provides a unified institutional framework aligned with UAE Federal Legislation, Digital Dubai AI Ethics, KHDA Regulations, and International Educational Standards.

Student AI Safety & Responsible Conduct Policy

Student Core Rule: AI is a learning co-pilot, not a replacement for original thought.

Policy Objectives & Regulatory Framework

- Legal Grounding: UAE Personal Data Protection Law (Federal Decree-Law No. 45/2021) and Wadeema's Law (Federal Law No. 3/2016).
- Educational Mandates: UNESCO 13+ age restriction and KHDA 20% assessment cap with mandatory disclosure logs.

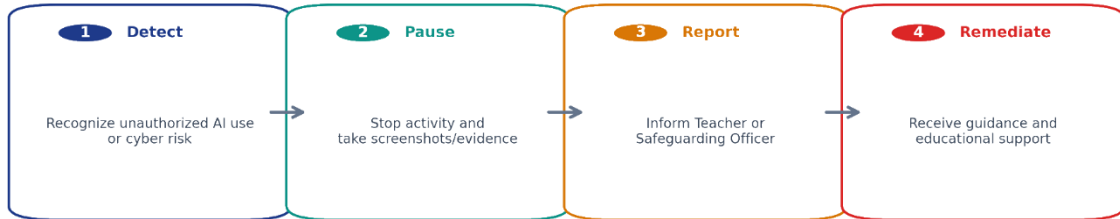
Age-Appropriate AI Access Standards

Educational Phase	Age Bracket	Permitted AI Access Level	Supervision Requirements
Early Years (KG1-KG2)	Ages 4 - 5	Teacher-guided interactive EdTech only	100% direct teacher facilitation
Primary (Grades 1 - 5)	Ages 6 - 10	Approved adaptive learning platforms	Teacher-led classroom activities
Middle School (Grades 6 - 8)	Ages 11 - 13	Curriculum-curated AI study assistants	Supervised with parental consent
High School (Grades 9 - 12)	Ages 14+	Independent use of vetted GenAI tools	Self-guided with compulsory disclosure



Student Incident Reporting Workflow

Student AI Misuse & Incident Reporting Process



Parent Guide to AI Safety & Home Partnership

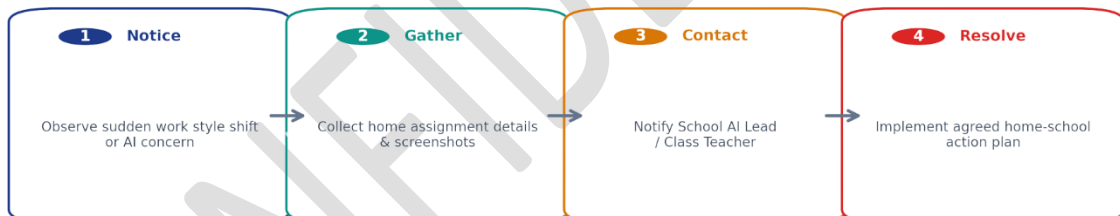
Parent Partnership Core Rule: Home-school collaboration ensures balanced digital citizenship.

Key Guidelines for Supporting Safe AI Use at Home

- Study Environment: Place study devices in shared family spaces.
- Transparency: Check that homework submissions include the mandatory AI Disclosure Log.
- Screen Boundaries: Enforce healthy screen-free hours before sleep.

Parent Incident Escalation Workflow

Parent AI Safety & Ethics Reporting Workflow



Educator AI Pedagogical & Assessment Policy

Teacher Core Rule: Teachers maintain 100% professional accountability over curriculum and grading.

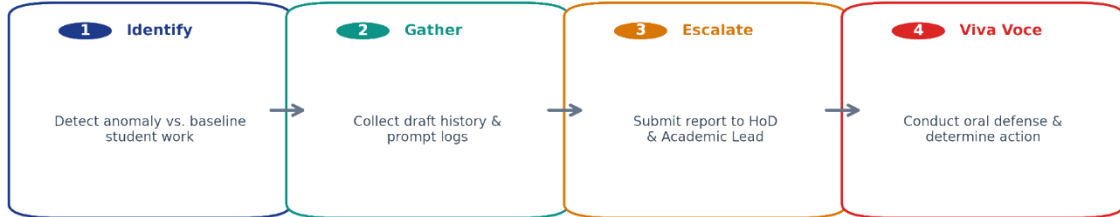
Performance Standards

Data Confidentiality: Absolute prohibition on inputting student PII, grades, or IEP records into public LLMs.



Educator Incident Evaluation Workflow

Teacher AI Misuse Evaluation & Remediation Pathway



Operational & Data Security Policy for Administrative Staff

Staff Core Rule: Strictly Confidential student, financial, and HR data must never enter public AI tools.

Data Classification Framework

Data Category	Examples of Included Records	AI Tool Processing Rules
Strictly Confidential (Level 1)	Student PII, Medical/SEND files, Financial accounts, Staff HR records	Absolutely prohibited on any external or commercial AI tool
Internal Operational (Level 2)	Facilities schedules, inventory lists, internal policy drafts	Permitted only on vetted enterprise AI platforms with IT approval
Public Information (Level 3)	Published newsletter content, public event announcements, website copy	Permitted for drafting, translation, and formatting assistance

Administrative Incident Response Workflow

Administrative Data Breach & Incident Response



Executive AI Governance, Strategy & Regulatory Framework

Leadership Core Rule: Executive oversight guarantees legal compliance, ethics, and educational excellence.



Comprehensive Regulatory Compliance Matrix

Regulatory Framework	Issuing Authority	Core Mandate for School Governance
UAE Personal Data Protection Law (Federal Decree-Law No. 45/2021)	UAE Federal Government	Guarantees student data privacy, consent mechanisms, and data controller obligations.
Wadeema's Child Rights Law (Federal Law No. 3/2016)	UAE Federal Government	Mandates digital safeguarding, wellbeing, and protection of minors from harmful content.
Digital Dubai AI Ethics Principles	Digital Dubai Authority	Enforces fairness, accountability, transparency, and explainability across edtech.
KHDA 2026 AI Framework & Parent Rules	KHDA Dubai	Restricts AI content to 20% in assessment; mandates 13+ age limits and disclosure logs.
UNESCO GenAI Guidance in Education	UNESCO	Establishes human agency, teacher autonomy, and universal inclusive access.
EU Artificial Intelligence Act (High-Risk AI)	European Union	Classifies educational assessment AI as high-risk, requiring strict bias audits.

Executive Governance & Escalation Workflow

Executive AI Governance & Regulatory Escalation



This policy is grounded in UAE legal frameworks, including the UAE Personal Data Protection Law (PDPL, Federal Decree-Law No. 45/2021), Wadeema's Law (Federal Law No. 3/2016), and KHDA and UNESCO guidelines.

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Reviewed By: Senior Leadership Team

Next Review: March 2027

Approved By: Mr. Donald Weilson (Principal)