GEMS Winchester School Dubai

AI Guidance for Students

Person(s) Responsible: Executive Leadership Team

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Contents

1. Introduction

At GEMS Winchester School Dubai (WSD), we recognise the transformative potential of generative AI tools in enhancing learning. We embrace innovation while ensuring that our students use AI in a way that reflects our core values of tolerance, respect, and responsibility.

Tolerance: AI has the power to expose us to new ideas, cultures, and perspectives. We encourage students to use AI as a tool for learning and collaboration while ensuring that all interactions - whether online or in the classroom, promote inclusivity, fairness, and understanding.

Respect: Just as we respect our teachers, peers, and the WSD learning community, we must also respect the ethical use of AI. This means acknowledging sources, avoiding plagiarism, and ensuring that AI-generated work does not misrepresent authorship or originality.

Responsibility: With great technological power comes great responsibility. Students must use AI in ways that support their learning rather than replace genuine effort. This includes fact-checking AI-generated information, avoiding misuse in assessments, and understanding its limitations in biases and hallucinations.

This policy aims to provide clear, consistent guidelines for the ethical, safe, and responsible use of generative AI by students. We are committed to integrating AI as a valuable educational resource while upholding academic integrity, critical thinking, and digital responsibility. A glossary of key words associated with generative AI can be found in Appendix 1, while examples of appropriate and inappropriate uses of AI can be found in Appendix 2.

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2. Purpose and Philosophy

Generative AI tools, such as Large Language Models (LLMs), text, audio, video and image generators, offer powerful capabilities for learning and creation. However, responsible AI use requires careful consideration, ethical awareness, and an understanding of its limitations.

Integrating AI for Learning

AI will be integrated as a learning tool to support student engagement and productivity while ensuring student effort remains central to academic growth. The school will provide training on approved AI tools (see Appendix 3) to help students use AI effectively and responsibly.

Expectation of Critical Evaluation

Students must understand that generative AI outputs are not always accurate or reliable. They must critically evaluate all AI-generated content, verify information from multiple sources, and acknowledge the tool's use.

Developing AI Skills

- *Prompt Engineering:* Effective generative AI use requires thoughtful prompt design. Students will learn to refine their prompts to achieve desired outcomes using the WSD P.R.O.M.P.T engineering framework in Appendix 6 which aligns with the WSD 7'C learning skills
- *AI Literacy:* Students will explore key AI concepts (see Appendix 4), gaining the knowledge and skills needed to understand, evaluate, and use AI responsibly. This includes identifying reliable AI sources, assessing accuracy, and considering fairness, accountability, and transparency in AI-generated content

Ethical and Transparent AI Use

- *Mandatory Transparency and Attribution:* The school requires full transparency in AI use for academic work. Students must clearly state how AI was used and the prompts employed
- *Appropriate Use:* Students must exercise judgment in determining when generative AI is an appropriate tool for a task. Its use should be purposeful and aligned with learning objectives.

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3. Ethical and Responsible AI Use

The **DISCOVER** AI framework guides students at WSD in using AI ethically, responsibly, and creatively. By following these principles, students can harness AI's potential while maintaining academic integrity, digital responsibility, and respect for WSD's core values.

D	Digital Responsibility	Use AI to enhance learning, not replace genuine effort
I	Integrity	Maintain academic honesty and fact-checking AI generated content.
S	Safety	Ensure AI use respects privacy, security and fairness
C	Curiosity	Explore, think critically, and innovate with AI
O	Originality	Use AI as a creative tool while preserving your authentic voice
V	Values	Align AI use with WSD's core values
E	Ethics	Be aware of AI's biases, limitations and its impact on society
R	Respect	Uphold ethical AI use, academic integrity, and community values.

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4. Acceptable Use

Students may use generative AI tools for:

Learning & Research

- Brainstorming ideas for essays, projects, or creative work
- Summarising complex topics for better understanding
- Exploring different writing styles and tones
- Generating practice questions and quiz prompts for study purposes
- Translating text and improving grammar in multiple languages
- Generating images and slides related to schoolwork

Writing & Creativity

- Drafting and refining essays, reports, and presentations (with proper citations)
- Assisting in structuring and outlining assignments
- Enhancing creative storytelling, poetry, or scripts
- Generating design inspiration for art, graphics, and digital media

Coding & Computational Thinking

- Debugging code and understanding programming concepts
- Generating sample code (must be tested and explained by the student)
- Learning new coding languages and algorithms

Appropriate use of AI when writing essays or submitting written work

- Students can use spell check, grammar check, and synonym identification tools (e.g., Grammarly, and MS Word)
- Students can use app recommendations when it comes to rephrasing sentences or reorganising paragraphs that they have drafted themselves
- They can use app recommendations when it comes to tweaking outlines, they have drafted themselves

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5. Prohibited Use

Appendix 4 contains a list of AI applications that are prohibited at WSD. Students must not use generative AI for:

Academic Misconduct

- Plagiarising AI-generated content and submitting it as their own
- Using AI to complete assignments without demonstrating their own learning
- Generating fabricated sources or false research findings

Ethical & Safety Violations

- Producing inappropriate, offensive, or discriminatory content
- Spreading misinformation or generating misleading data
- Attempting to use AI to cheat on exams, tests, or assessments. Refer to the AI Use in Assessment from JCQ and The use of generative AI in coursework from CIE.
- Impersonating individuals, including teachers and students, through AI-generated content, including deepfakes. Deepfake creation or distribution will be considered a serious offense and will be sanctioned according to the WSD Behaviour Policy.

Privacy & Data Protection

- Inputting personal, sensitive, or confidential information (e.g., full names, addresses, login credentials) into AI tools
- Sharing school-related confidential data, including test questions, internal documents, or unpublished materials

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6. Academic Integrity and AI Transparency

In order to ensure academic integrity and AI Transparency:

- Students must disclose when AI has been used in assignments, reports, or projects. This can be done with a footnote or statement (e.g., 'AI was used to assist in structuring this report').
- Teachers may request students to show their draft progress, including AI-generated inputs and edits.
- Any AI use that undermines the learning process will be treated as academic dishonesty and will be sanctioned according to the WSD behaviour policy
- Teacher will seek guidance from relevant examination boards and through the JCQ guidelines and The use of generative AI in coursework from CIE.

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7. Privacy, Security and Data Protection

- Only school-approved AI tools should be used to ensure student data privacy. Appendix 3 contains a summary of risks for each application currently in use at WSD
- Students should use AI in accordance with the school's data protection policies and must not input private or identifiable information. Additional guidance can be found in the GEMS AI Policy
- The school will provide training on secure AI usage and digital literacy as outlined in the WSD Curriculum Policy

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8. Teacher Oversight and Guidance

- Teachers will educate students on responsible AI usage and critical thinking skills
- AI should be a support tool, not a replacement for original thought and effort
- Teachers will assess AI's role in student work through discussions, reflections, and process-based evaluations. The WSD AI Learning Ladder can be found in Appendix 5
- Teachers will guide students to use the WSD PROMPT Framework when using generative AI applications to ensure the best possible output which is outlined in Appendix 6.
- Teachers will guide students to use the WSD Image Generation Framework when using generative AI applications for image generation which is outlined in Appendix 7.
- Whilst guidance will be provided in school, a list of external certificated courses can be found in Appendix 8 for students to complete.

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9. Consequences of Misuse

The misuse of generative AI may result in:

- Requirement to redo assignments without AI assistance
- Revocation of AI tool access for repeated violations
- Disciplinary action including potential suspension as per WSD Behaviour Policy
- Failure when related to coursework submission of assignments to the exam board

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10. Safeguarding and Dangers of AI

We recognise the potential dangers of AI-generated content, including misinformation, biased outputs, and harmful advice. Students must be aware that AI-generated information may be inaccurate or inappropriate, and they should never rely on it as a sole source of truth. We will provide education on recognising and mitigating these risks.

Any issues relating to safeguarding and child protection will be dealt with in line with the WSD Safeguarding Policy. Should any issues arise from the use of AI that violate the moral, ethical or cultural values of the UAE, or may provide incorrect information which could results in harm to another student, the student/user must report the incident (with screenshots) to a member of the Designated Safeguarding Team immediately.

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11. Links to Other Policies

This policy should be considered alongside:

- GEMS AI Policy
- WSD AI Integration Policy
- WSD Behaviour Policy
- WSD Safeguarding Policy
- WSD Bring Your Own Device Policy
- WSD Curriculum Policy
- WSD Learning & Teaching Policy

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12. Monitoring Arrangements

Since AI technology evolves rapidly, this policy will be reviewed as required to ensure it remains relevant and aligned with educational best practices. Students, teachers, and administrators will collaborate in evaluating AI's impact on learning and adjusting guidelines accordingly.

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13. Appendices

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Appendix One: Generative AI Glossary

Keyword	Definition
AI (Artificial Intelligence)	The idea or simulation of human intelligence in machines that are programmed to think, reason and learn. AI enables tasks like problem solving, decision making and content generation.
Bias	Errors in AI outputs caused by imbalances or inaccuracies in training data, leading to unfair or skewed results in predictions or content generation.
Context Window	The amount of text or tokens an AI model can be considered at once when generating a response. Larger context windows allow for better understanding of longer inputs.
Deep Learning	A branch of machine learning that uses neural networks to analyse complex patterns in data enabling tasks like image and text generation.
Generative AI	Generative artificial intelligence (AI) describes algorithms (such as ChatGPT) that can be used to create new content, including audio, code, images, text, simulations, and videos.
Hallucination	When an AI model generates information that is factually incorrect or entirely fabricated, often due to limitations in training data or context understanding.
LLM (Large Language Model)	A type of generative AI model trained on vast datasets to understand and generate human-like text. Examples include GPT models used for natural language processing tasks.
ML (Machine Learning)	A branch of AI where algorithms/models learn patterns from data to make predictions or decisions without being explicitly programmed. ML forms the basis of many AI systems.
Neural Networks	Computational system inspired by human brain, consisting of layers of interconnected nodes(neurons) that process data and learn patterns for decision making and content generation.
Prompt	The input or query provided to an AI model to elicit a specific response. Prompts guide the model's output and can range from simple commands to detailed instructions.
Tokens	The smallest units of input (e.g., words or characters) that an AI model processes when generating responses. Models like GPT use tokens to break down text for analysis and generation.
Training Data	The information or examples given to a machine learning model to help it learn how to perform a task. The information can be in the form of text, images, audio, or video.

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Appendix Two: Acceptable and Prohibited Use of Generative AI Glossary

Generative AI Applications: ChatGPT, Gemini, Perplexity, Copilot, Claude, Grammarly, Quill Bot		
Request	**Example**	**Reasoning**
Using an AI generated essay answer as original work.	Write a 200-word essay about the dangers of AI.	This is plagiarism because the work was done by AI.
Using AI as a shortcut and not as a learning tool.	Solve this equation.	Copying AI-generated answers without understanding the solution prevents students from developing problem-solving skills.
Generating essays using AI and paraphrasing before submitting it to the teacher.	Write an exam style answer to this question and make it sound like a Y11 student has written it.	This is plagiarism because the work was done by AI.
Write a first draft of an essay, ask AI to give feedback on how to improve the work.	Here is my answer to this exam question. Please give me three targets to improve the answer.	Original work by students must be inputted and feedback to be checked by teachers.
Use AI generated content **without verifying**.	Can you explain *subject?* AI provides an incorrect answer, which is then copied into the notebook **without verifying**.	AI can hallucinate information, making it difficult to verify sources. Data sources must be checked and proof-read to verify validity.
Use AI to generate retrieval practice questions.	Can you make 10 revision style questions about this topic?	Learning means checking facts and asking teachers or looking in books. You need to be confident that the AI has generated questions to move your learning forward.
Asking an AI to translate a passage into English.	Translate the following passage into English.	If it is the task set by teachers, this would be unacceptable. However, if it is information that is in another language, it is helpful to understand the content.
Generate flashcards on key terms and concepts.	Create 10 flashcards for functions of brain that clearly explain the important definitions and key ideas.	AI sometimes gets things wrong and might give incorrect science facts. The flashcards produced must be verified and proof-read.
Using AI for real-time research on scientific discoveries with sources.	What are the latest applications of AI in diagnosing diseases?	AI provides recent studies with citations, helping students learn to evaluate sources.
Ask AI for step-by-step explanations of topics.	Solve 2x + 5 = 15 and explain each step.	Double-check the explanations and steps provided with teachers.
Use AI to generate alternative explanations, real-world applications, and visual summaries.	Is there another way of explaining the same concept using real-world applications?	This is great if you already understand the concept, and you are researching further to gain a depth of understanding.
Using AI to provide a summary of longer texts.	Please summarise the text below into 10 key points.	This is useful for initial research or revision notes.
Using AI as a dictation tool.	Turn this passage into a voice note.	Students can explain a concept in their own words and get it to produce a transcript.
Using AI to generate multiple different ideas.	This is my idea on how to present this information. Can you give me three more methods of doing this?	AI may come up with ideas that students can then explore using their own knowledge.
Ask AI for suggestions for further reading around a topic.	I am studying this topic. Which books/texts can you recommend to further my understanding?	By using detailed prompts, students can be introduced to relevant material to the topic.
Talking to an AI in a foreign language for extra practice.	Please can you correct the text I have written below?	Students must ensure they check all feedback with their teachers.

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Appendix Three: List of Generative AI Tools for Student Use at WSD

Name of Application	Can be used for:	Age group	Data Risk	Ethical Risk	Recommended setting for data security & privacy	Cost / Subscription	Approved With Risk Assessment
AI Manack almanack.ai	AI generated lesson planning and resources	18+	Medium	Data Privacy concern	Do not share personal or confidential information	Free version	**Under Review**
Brisk Teaching briskteaching.com	AI generated lesson planning and resources	18+	Medium	Data Privacy concern	Do not share personal or confidential information	Free as chrome extension	**Under Review**
Canva for Education canva AI	Graphic design, image generation, create posters, digital story books, worksheets, infographics, presentations, and collaborative group projects.	5+ years	Low – User content stored in cloud	Minimal – Ensuring originality in AI-generated designs	Ensure sharing permissions are restricted to class-only access.	Premium account free for school	**YES, for Teachers and Students**
Century Tech centurytech	Setting 'nuggets' of work for Maths, English and Science. Nuggets are set by teachers from topics in line with curriculum. AI learns from the answers how to challenge and support the learners further.	7+ years	High – stores student information and nugget success rate/time spent	Minimal	Student accounts are set up under GEMS Elearning. Ensure only relevant staff have access to their classes.	Yearly subscription cost	**YES, for Teachers and Students**
ChatGPT chat.openai.com	AI writing Assist with writing, enhance research, understanding complex concepts and promote critical thinking	8+ years	High - Collects user data, including queries, which may expose sensitive student information.	High - Potential bias and misinformation	Data control settings to help improve the model for everyone to be turned off.	Free Version	**Under Review**
Co-Pilot Designer Microsoft-copilot	AI art generation AI research and idea generation	12+ years	Medium – Cloud-based AI generation	Copyright concerns in AI-generated images	Disable cloud-based storage of sensitive student data when using Copilot features in Office applications.	Included in Microsoft 365 subscriptions. 100 images /day in free version.	**Under Review**
Craiyon craiyon.com	Text to image generation for storytelling or visualizing abstract concepts in lessons.	5+ Years	Low – No account required	AI-generated images may not align with educational themes	Disable public sharing of generated images to ensure privacy compliance in educational settings.	Free version available	**YES, for Teachers and Students**
Curipod Curipod	Interactive quizzes, polls, and gamified lessons to enhance engagement. Collaborative discussions, test preparation, and critical thinking activities.	6+ years	Low – Uses anonymous polls and quizzes	AI-generated quiz content may include errors	Use GEMS E-Learning account for logins to protect personal data during interactions.	Free plan available	**YES, for Teachers and Students**

Deep Seek deepseek.com	Explain science or math concepts in simple terms using AI-driven research tools. Conduct advanced research projects or analyze complex datasets. Generate algorithms and code	13+ years	High – AI processes complex datasets	Risk of biased or fabricated results, data and privacy concerns	Restrict API access to trusted applications only and disable unnecessary logging of queries.	Free access available	**Yes – for Teachers Only**
Duolingo duolingo.com	Gamified vocabulary and grammar practice for language learning. Advanced language learning with grammar refinement and conversational exercises.	6+ years	Low – Some tracking of learning progress	Gamification may encourage surface learning	Disable social features like leaderboards.	Pro version free for schools	**YES, for Teachers and Students**
ElevenLabs **Elevenlabs.io**	Ethical concerns, not suitable for students	Not defined	High – Ethical concerns	Voice cloning which can be misused for impersonation or creating deep fake content	Do not share personal or confidential information	Free version available	**Yes – for Teachers Only**
Gamma gamma.app	Use for Secondary *students e*nhances content creation with AI-generated presentations, websites, and documents.	13 + years	Medium – AI-generated presentations stored in cloud	AI hallucinations in content	Monitor AI-generated material for bias, hallucinations and accuracy.	Free Plan: 400 AI credits	**Yes – for Teachers Only**
Gemini gemini	AI writing simplify learning templates and assist with creative writing tasks using Google Workspace tools. Advanced research summaries, note-taking, and personalized feedback on assignments.	15+ years	Medium – Google Workspace integration	Potential bias in summarization	Enable restricted mode in Google Workspace to limit external sharing of sensitive documents created by students or teachers.	Free version included with Google Workspace for Education	**YES, for Teachers and Students**
Google's Notebook LM notebooklm	Assists in organising notes, summarising information, explaining complex ideas and answer questions based on documents uploaded. Upload pdf's, YouTube links, google docs to create a self-study hub.	15 + years	High – Processes uploaded documents	Risk of privacy breaches in note-sharing	Verify AI-generated content for accuracy; guide students on ethical use and data privacy.	Free: Basic features.	**Yes – for Teachers Only**
Grammarly grammarly.com	Editing and Proofreading writing assignments, improving grammar, and generating citations. Advanced writing assistance with plagiarism detection, brainstorming support, and idea refinement for essays or reports.	13+ years	Medium – Stores text for analysis	Over-reliance may hinder writing development	Enable restricted mode to prevent sharing of sensitive student writing samples through Grammarly's cloud services.	Free version (300 docs or 150k words/month)	**YES, for Teachers and Students**
Magic School **magicschool.ai**	AI tutoring for support and challenge worksheets, retrieval practice questions. personalised feedback for assignments.	7+ years	Low – Limited storage of inputs	Over-reliance on AI for learning tasks	Restrict sharing permissions when using Magic School AI tools to protect student data.	Free plans have access to over 80 AI tools for educators.	**YES, for Teachers and Students**

Perplexity perplexity.ai	AI research: simplified research support and answering factual questions with references. Advanced research assistance with cited sources for projects and essays.	13+ years	Medium – Logs searches for training	AI-generated citations may be incorrect	Disable data collection settings to prevent storing user queries on the platform	Free version available	**YES, for Teachers and Students**
Pictory pictory.ai	Create short educational videos summarising key concepts in subjects like science or history. Produce professional-quality videos for presentations or project submissions.	10+ years	Medium – AI-generated videos stored in cloud	Misrepresentation in AI-enhanced videos	Ensure videos are stored securely with restricted sharing options enabled.	Free version?	**Yes – for Teachers Only**
Quizizz quizizz.com	Interactive quizzes for self-assessment and gamified learning.	6+ years	Low – User-generated quizzes	Accuracy of AI-generated questions	Monitor and review AI-generated material for bias, hallucinations and accuracy.	Free (Basic)	**Yes – for Teachers Only**
QuillBot Quillbot.com	Basic paraphrasing & grammar correction, writing, summarization & citations	11+ years	Medium – AI paraphrasing may encourage plagiarism	Ethical concerns in rewriting without attribution	Disable auto-save of paraphrased content to ensure privacy compliance during student use cases.	Free (125 words at a time)	**YES, for Teachers and Students**
TeachMateAI teachmateai.com	AI-powered teaching assistant to help with lesson planning, content creation, grading support, and teacher workload reduction.	18+	Medium	Data Privacy concern	Do not share personal or confidential information	Free version	**Yes – for Teachers Only**
Teachy teachy.app	AI generated lesson planning and resources	18+	Medium	Data Privacy concern	Do not share personal or confidential information	Free version	**Under Review**

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Appendix Four: Prohibited AI Tools for Student Use at WSD

The following AI tools will be blocked on the WSD network and should not be used by students for schoolwork:

Tool Name	Risk assessment	Reason	Outcome
Deep AI text generator	Lack of Age-Appropriate Controls	Generates unmoderated content, posing risks of inappropriate, biased, or misleading responses that are unsuitable for young learners.	**BLOCKED**
Deep seek	Risk of biased or fabricated results, privacy and security concerns	This tool raises privacy and security concerns, particularly regarding extensive data collection and sharing, including personal information and the right to log keystrokes, along with weak encryption and security practices.	**BLOCKED**
Deepfake AI Tools (e.g., DeepFaceLab, Reface)	Misinformation & Cybersecurity Risk	These tools allow students to create manipulated images/videos, leading to potential cyberbullying, identity fraud, and ethical concerns.	**BLOCKED**
Elevenlabs	Ethical concerns, not suitable for students	This tool is used for voice cloning and realistic synthesis can be misused for impersonation or deepfake content.	**BLOCKED**
Gamma	AI hallucinations in content	This tool can generate false or misleading content.	**BLOCKED**
Humanizeai	Ethical Violation & Academic Integrity Risk	This AI-to-human text converter effortlessly converts output from ChatGPT, Bard, Jasper, Grammarly, GPT4, and other AI text generators into text indistinguishable from human writing. This allows students to bypass AI detection tools. It promotes academic dishonesty and undermines critical thinking.	**BLOCKED**
Humbot.ai	Misrepresentation & Plagiarism Risk	This tool is an AI-to-human text converter. This allows students to bypass AI detection tools as well. It promotes academic dishonesty and undermines critical thinking.	**BLOCKED**
Notebook LM	Risk of privacy breaches & Academic Integrity Risk	This tool can generate inaccurate content. It may also promote academic dishonesty and undermines critical thinking.	**BLOCKED**
Pictory	Misrepresentation in AI-enhanced videos	This tool creates short educational videos summarising key concepts in subjects like science or history. Produce professional-quality videos for presentations or project submissions.	**BLOCKED**
Senaca Learning		Violates UAE cultural values and certain sections cannot be blocked.	**BLOCKED**
Undetectable AI	Ethical Violation & Academic Integrity Risk	Similar to Humanize AI, this tool alters AI-generated text to evade plagiarism detection and encourages misuse in assessments.	**BLOCKED**
Writehuman.ai	Ethical Violation & Academic Integrity Risk	This tool is an AI-to-human text converter. This allows students to bypass AI detection tools as well. It promotes academic dishonesty and undermines critical thinking.	**BLOCKED**

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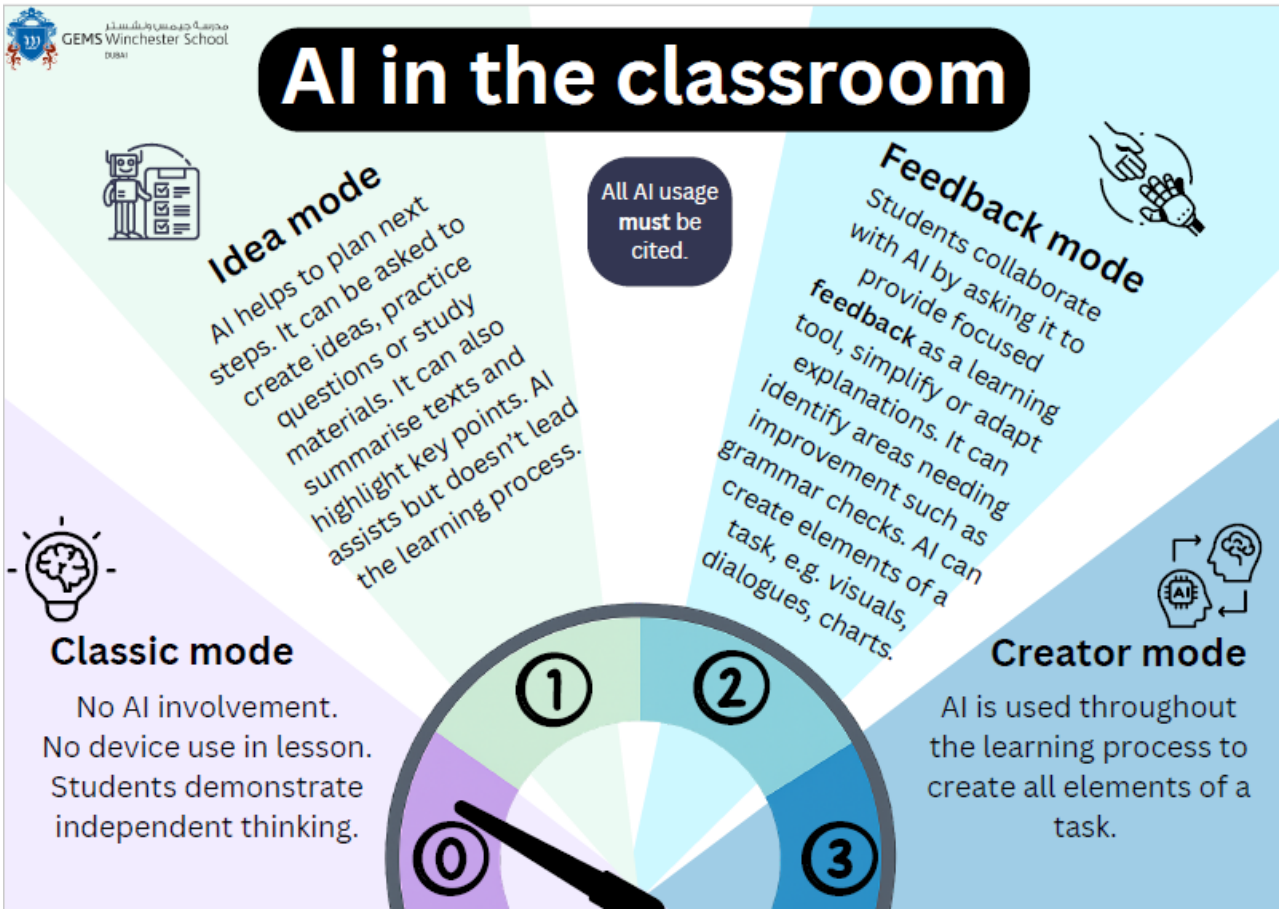
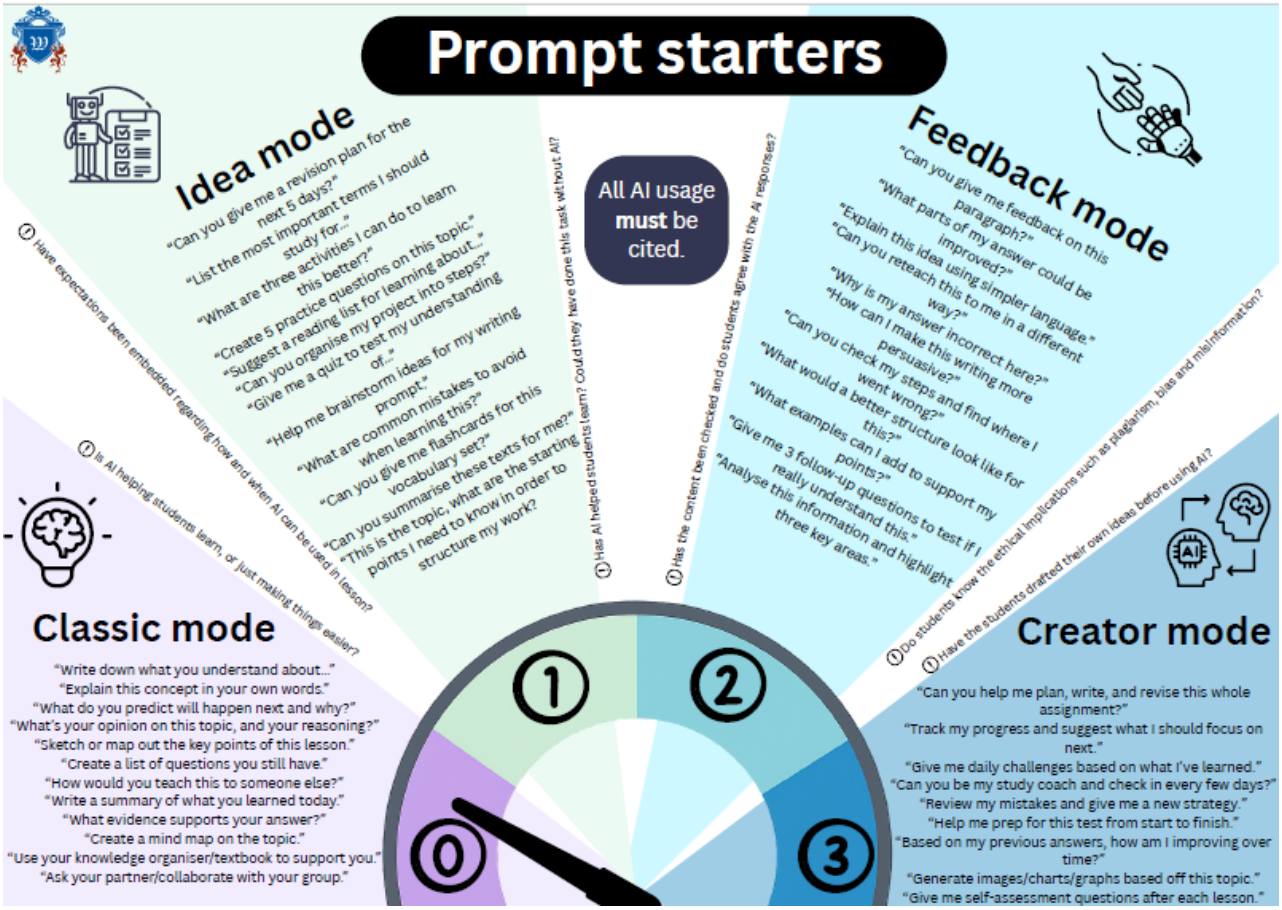
Appendix Five: AI Learning Ladder





Classic mode

0

No AI involvement. No device use in lesson.
Students demonstrate independent thinking.

What does this look like?

- Traditional learning activities without technology.
- Use of textbooks and handwritten notes.
- Discussions and debates.
- Critical thinking and problem-solving through peer dialogue.

Examples:

- Writing an essay draft by hand.
- Solving maths problems on paper using a calculator only if permitted.
- Reading from a novel or textbook during class discussions.
- Conducting a debate without AI-generated prep.

7Cs

Critical Thinking – Practiced through independent analysis and interpretation of resources.
Collaboration – Built through group work and peer feedback.
Creativity – Expressed through drawing, writing, or projects.

Question prompts

- "What do I already know about this topic?"
- "What strategies can I use if I get stuck?"
- "What does the teacher expect in this assignment?"
- "How can I check my own work for accuracy?"

Idea mode

1

AI helps to plan next steps. It can be asked to create ideas, practice questions or study materials. It can also summarise texts and highlight key points. AI assists but doesn't lead the learning process.

What does this look like?

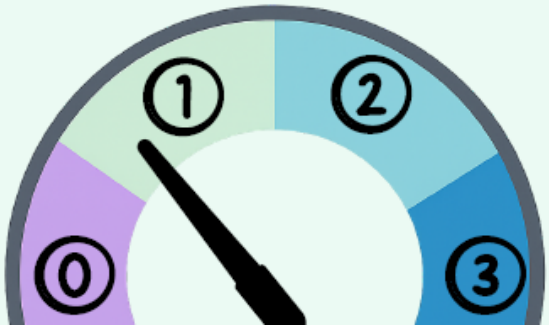
- Suggest a study plan for an upcoming test.
- Generate potential quiz questions for a lesson.
- Create flashcards or practice problems based on a topic.
- Brainstorm ideas for a project or assignment outline.

Examples:

- Create a plan of how to study for an upcoming exam over the next 5 days.
- Generate practice questions about the *causes of World War I*.
- Give a list of ideas for how to present a *science project on renewable energy*.
- Suggest reading/websites for research.

7Cs

Curiosity – Encourages learners to explore new ideas
Creativity – Supports brainstorming and open-ended thinking
Critical Thinking – Helps structure plans or questions that promote deeper learning



Question prompts

- "What are some good questions I can practice for this subject?"
- "What could I do next to deepen my understanding of this idea?"
- "How could I break this task into smaller steps?"

Feedback mode

2

Students collaborate with AI by asking it to provide focused feedback as a learning tool, simplify or adapt explanations. It can identify areas needing improvement such as grammar checks. AI can create elements of a task, e.g. visuals, dialogues, charts.

What does this look like?

- Revise an essay based on teacher feedback.
- Explain a concept differently after the original explanation is given.
- Support metacognition by helping students monitor progress, question their understanding, and plan next steps.
- Work with a teacher to co-construct examples.

Examples:

- Highlight areas of improvement in a draft essay, based on a mark scheme.
- Explain a concept, such as photosynthesis, in simpler terms.
- Analyse a completed exam paper and show students where they need to improve.

7Cs

Critical Thinking – Analysing feedback and refining work.
Collaboration – Working interactively with AI to improve learning.
Confidence – Gaining assurance through constructive support.

Question prompts

- "How can I make this explanation more effective?"
- "What is another way to understand this?"
- "What kinds of questions could I ask to check my understanding?"
- "Where did I go wrong in this problem?"

Creator mode

3

AI is used throughout the learning process to create all elements of a task.

What does this look like?

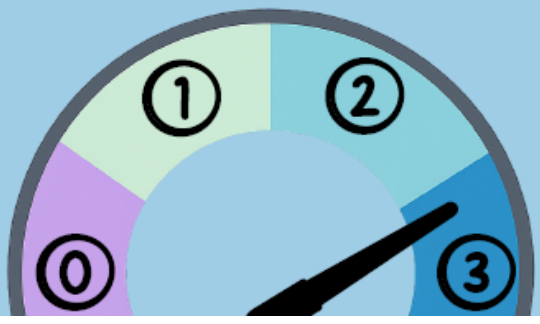
- Use AI daily as a study partner, writing assistant and feedback tool.
- Scaffold a long-term assignment from beginning to end.
- Adapt explanations, suggest tools and adjust depth based on individual student needs.

Examples:

- Set a learning goal for next month and check in with students each week.
- Guide students through researching, outlining and drafting an essay.
- Generate practice problems and explain mistakes and misconceptions after student completion.

7Cs

Critical Thinking – Sharpened by ongoing analysis, reflection and synthesis with AI.
Curiosity – Encouraged by constant inquiry and experimentation with AI.
Confidence – Built as AI supports risk-taking and growth.



Question prompts

- "How can I make this explanation more effective?"
- "What is another way to understand this?"
- "What parts of my answer are unclear?"
- "Where did I go wrong in this problem?"

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Appendix Six: AI Prompt Engineering Framework for Effective Learning at WSD

Letter	Meaning	Keywords to support	Description
	Precise	**Critical Thinking:** Analyse, justify, evaluate, explain, step-by-step, detailed, identify, describe	Encourages teachers & students to think critically by crafting clear, specific, and well-structured prompts, ensuring AI generates relevant responses.
	Role-Based	**Confidence:** Act as, pretend to be, from the perspective of, imagine you are, take on the role of	Ensures AI is confident of a specific role while answering questions, therefore using relevant resources to help generate the required output.
	Outcome-Oriented	**Creativity:** Create, design, invent, develop, rewrite, build, generate, imagine	Drives creativity by setting clear learning objectives that inspire innovative problem-solving and content generation.
	Medium-Specific	**Communication:** Summarise, illustrate, diagram, storyboard, poem, graph, table, bullet points, chart	Improves communication by guiding AI to generate information in a range of formats (essay, diagram, summary, etc.).
	Provide Context	**Curiosity:** Considering, based on, given that, due to, in the context of, influenced by, as a result of	Sparks curiosity by ensuring prompts include background details to encourage deeper exploration.
	Test & Refine	**Consciousness & Collaboration:** Considering, based on, given that, due to, in the context of, influenced by, as a result of	Develops self-awareness and teamwork by iterating, improving, and verifying AI-generated responses for accuracy.

Be conscious of the AI biases and hallucinations when evaluating the output.

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GEMS Winchester School
DUBAI

AI Image prompting guide

Image prompting is the process of giving instructions to an AI image generator (Canva Magic Studio, Adobe Firefly, Midjourney, DALL-E, Craiyon, Napkin, Padlet) to create pictures, illustrations or artwork. The quality and detail of generated image depends on how clear and descriptive your prompt is.

Scan the QR code to access the Image Prompt Glossary

Napkin craiyon padlet Canva

① Beginner

a blue cat in a park, illustration

② Intermediate

a happy blue cat playing with a red ball in a green park under bright sunlight, aspect ratio 1:1, illustration

③ Advanced

A highly detailed blue cat joyfully chasing a red ball across a lush green park on a sunny afternoon, soft shadows in the style of animation, a wide-angle view, a high-resolution aspect ratio of 1:1, vibrant colours, and a book illustration.

Essential AI Image Generation Keywords for Teachers

Style	Realistic	Photo-like images for real-world examples
	Cartoon/Animated	Child-friendly, engaging for students and story illustrations
	Illustration	Clean, textbook-style educational diagrams and explanations
	Infographic	Data-focused visuals for charts, processes, and graphs
	Minimalist	Simple focus on key concepts
	Technical drawing	Precise diagrams for STEM, engineering, and detailed explanations
Composition	Close-up	Detail focus for cell structures, expressions, fine details
	Wide shot	Context view for ecosystems, historical scenes, environments
	Cross-section	Cut-away views for anatomy, architecture
	Step-by-step	Sequential processes for experiments, problem-solving
	Side-by-side	Comparisons, before/after, contrasting concepts
	Diagram	Labeled educational illustrations with clear information flow
Inclusivity	Diverse	Multiple ethnicities, backgrounds, and abilities represented
	Culturally inclusive	Various cultural backgrounds and traditions
	Accessible	High contrast, clear layouts for students
	Multicultural	Global perspectives and diverse communities
Quality	High resolution	Clear, detailed images suitable for printing
	Print quality	Sharp images for worksheets, posters, handouts
	Classroom poster	Vertical format, readable from distance
	Presentation ready	16:9 format, clear for slideshow use
	Professional quality	Polished, textbook-standard appearance

Colours	Bright and cheerful	Positive, engaging atmosphere for young learners
	High contrast	Clear visibility for accessibility needs
	Vibrant colours	Eye-catching, attention-holding for engagement
	Neutral tones	Professional, mature appearance
Settings	Classroom setting	Traditional school environment with desks, boards
	Laboratory	Science workspace with equipment and safety features
	Library	Quiet, studious atmosphere with books and research materials
	Outdoor classroom	Nature-based learning environment
	Home learning	Comfortable, informal educational setting
Accuracy	Historically accurate	Multiple ethnicities, backgrounds, and abilities represented
	Scientifically accurate	Various cultural backgrounds and traditions
	Anatomically correct	High contrast, clear layouts for students
Emotions	Encouraging	Positive, supportive, confidence-building atmosphere
	Calm and focused	Peaceful learning environment
	Exciting and engaging	Dynamic, interesting, attention-capturing
	Safe and welcoming	Comfortable and inclusive environment

Example prompt: Create a cartoon, wide shot, diverse, classroom poster, bright and cheerful colours, laboratory, scientifically accurate, safe and welcoming image for a lab safety poster for students.

Example prompt: Create a realistic, side-by-side, accessible, print quality, neutral tones, on a busy street, historically accurate, calm and focused before and after of Berlin after the fall of the wall.

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Appendix Eight: Free Courses for Students

IBM Skills Build– AI Fundamentals Students gain a foundational understanding of artificial intelligence, including technical underpinnings like natural language processing, practical applications, and ethical considerations. Free Artificial Intelligence Course for Students | SkillsBuild
Elements of AI - Introduction to AI An Introduction to AI is a free online course for everyone interested in learning what AI is, what is possible (and not possible) with AI, and how it affects our lives, with no complicated math or programming required. A free online course - Elements of AI
Ethics of AI The Ethics of AI is a free online course created by the University of Helsinki. The course is for anyone who is interested in the ethical aspects of AI. Ethics of AI
https://dub.ai/en/omp/ The **One Million Prompters** course, launched by Dubai's Centre for AI under the Dubai Future Foundation, is a complimentary, fully digital, four-module training program designed to equip up to one million people worldwide over three years with foundational and advanced AI prompt-engineering skills—covering AI literacy, chatbot interaction, productivity tools, and creative generative AI—and offers certification upon completion

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