GEMS Winchester School Dubai

AI Integration Policy

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 in enhancing learning across all aspects of education. As we integrate Artificial Intelligence (AI) into our teaching and learning practices, we remain committed to ensuring that its use aligns with our school's core values of tolerance, respect, and responsibility.

- **Tolerance:** AI opens the door to new ideas, cultures, and perspectives. At WSD, we encourage students and staff to use AI as a tool for exploration, critical thinking, and collaboration while ensuring that all interactions - both online and in the classroom promote inclusivity, fairness, and understanding.

- **Respect:** Respect is fundamental to our WSD learning community, and this extends to the ethical use of AI. Users must acknowledge sources, avoid plagiarism, and ensure that AI-generated content does not misrepresent authorship or originality. AI should enhance learning, not replace academic integrity.

- **Responsibility:** With great technological power comes great responsibility. At WSD, we expect all AI users to engage with these tools thoughtfully and ethically, ensuring that AI supports learning rather than replaces genuine effort. This includes fact-checking AI-generated content, avoiding misuse in assessments, and recognising AI's limitations, including biases and hallucinations.

This policy outlines the ethical, responsible, and effective use of AI at WSD. It ensures AI supports curriculum delivery, optimises teaching methodologies, reduces administrative workload, and enhances learning outcomes while maintaining ethical and secure practices. A glossary of AI-related terms is available in Appendix 1. This policy aligns with the overarching GEMS AI Policy.

Click here to return to the Contents page

2. Staff Use of AI in Learning & Teaching

AI will be used to enhance learning and teaching while maintaining educational integrity, safeguarding data, and ensuring ethical use. It will also serve as a valuable tool for reducing teacher workload, allowing staff to focus more on high-impact teaching activities. AI can assist with administrative tasks, lesson planning, and personalised student support, freeing up time for meaningful interactions with students.

Selecting and Approving AI Tools

Before AI applications are introduced into teaching, they will undergo a rigorous evaluation process to ensure they align with the school's educational goals, data security policies, and ethical standards.

- A review panel – including Senior Leadership, IT specialists, and teaching staff – will assess AI tools before they are approved for classroom use.
- A list of approved AI applications can be found in Appendix 2, while restricted or blocked applications are detailed in Appendix 3.
- AI tools will be assessed based on educational value and alignment with curriculum goal; data privacy and security compliance and Ethical considerations, including bias and transparency.

Integrating AI into Subject Teaching

AI will be used in alignment with the WSD Learning and Teaching Policy to enhance learning experiences, while maintaining academic integrity. Teachers will incorporate AI in subject areas to:

- **Generating Learning Materials:** AI can be used to create personalised practice exercises, quizzes, and revision tasks tailored to student needs. It will also provide model answers and worked examples to aid understanding.
- **Supporting Student Progress and Personalised Learning:** AI may be used analyse student performance to identify strengths and areas for improvement. It will assist with differentiated instruction by adapting content based on individual learning styles and targets taken from a student's Individual Education Plan (IEP)
- **Enhancing Assessment and Intervention Planning:** AI may assist in designing assessments while ensuring originality and fairness. It will help identify students needing additional support and suggest targeted interventions.
- **Reducing Teacher Workload:** AI may automate routine administrative tasks such as creating worksheets. It will suggest lesson adaptations and differentiated resources to streamline planning. AI will also summarise key points from student discussions and reports, making feedback more efficient. Teachers may also use AI to summarise large amounts of texts to gain an understanding of key concepts.
- **Teaching AI Literacy and Responsible Use:** Students will be educated on how to use AI tools ethically and critically within their subjects. AI literacy will develop digital skills by fostering an understanding of AI-generated content, its limitations, and potential biases. Appendix 8 has the AI Learning Ladder that teachers will use to support responsible use. Appendix 9 has the PROMPT framework which will be used to develop students generative AI skills. Appendix 11 has the AI image generation framework and key vocabular to consider when using these tools.
- **Supporting Inclusive Education:** The Inclusion Department will use AI-powered adaptive learning tools for students with diverse needs. AI will provide accessibility features such as text-to-speech, language translation, and personalised support.

An overview of how AI will be integrated into the curriculum at WSD can be found in Appendix 4.

Staff Training on AI Use

To ensure AI is used effectively and responsibly, all teaching staff will receive ongoing training on its integration into education. Training will be tailored to practical classroom applications, ethical considerations, and assessment strategies while ensuring compliance with data protection and safeguarding policies. AI applications may also offer bespoke training. A list of suggested training courses can be found in Appendix 5.

AI in Teaching and Workload Reduction

- Hands-on sessions demonstrating how AI can assist with lesson planning, generating differentiated learning materials, and automating routine tasks to reduce workload while maintaining high teaching standards.
- Training will take place during PLD time, INSET days, National College courses, and sessions provided by specific educational applications.

Ethical and Responsible AI Use

- Staff will be trained on responsible AI usage, focusing on potential biases, data privacy, and legal frameworks such as UK GDPR regulations.
- Teachers must not enter sensitive information into AI systems, including student names, addresses, or school-identifiable details.
- AI must not be used to make workplace relational decisions that could affect a student's education, well-being, or pastoral care.
- AI must not be used to write risk assessments for school trips, as these require professional judgment, experience, and accountability.

AI in Assessment and Feedback

- Teachers will learn how AI can be used to generate additional practice questions and revision materials to support student learning.
- Staff must not use AI to mark or provide feedback on student work unless:
  - They are fully transparent with students about AI's role.
  - They review and ensure the feedback is accurate, meaningful, and aligned with curriculum expectations.
- Training will also help teachers identify AI-generated student work and design AI-resistant assessments to encourage originality and critical thinking.

Click here to return to the Contents page

3. Developing AI Skills and Awareness

Student Training

To prepare students for an AI-driven world, AI literacy will be embedded into the curriculum, ensuring they develop the knowledge and skills to use AI responsibly and effectively.

- **Age-Appropriate AI Education:** Training will be adapted for different age groups and subjects as shared in Appendix 4, allowing students to build their understanding progressively. Younger students will focus on basic AI concepts, while older students will explore more advanced applications and ethical considerations.
- **Responsible and Ethical AI Use:** Students will be taught how to use AI tools safely, understanding the ethical implications, data privacy concerns, and the importance of critical thinking when interacting with AI-generated content. DISCOVER AI will be used as the framework to provide this education and can be found in Appendix 10.
- **Understanding Generative AI:** Lessons will cover both the benefits and limitations of generative AI, including its potential to assist with learning and creativity, as well as the risks of misinformation, bias, and over-reliance.
- **Mental Health and Well-Being Considerations:** AI education will promote a balanced approach to technology use, ensuring students develop healthy habits, manage screen time effectively, and maintain well-being in an AI-driven world.
- **Teacher Support and Training:** Teachers will receive ongoing professional development to confidently deliver AI education, ensuring they can guide students in using AI effectively and ethically. Training will include practical classroom strategies, discussions on AI literacy, and support in addressing student questions and concerns.
- **Parental Involvement and Support:** Parents will be provided with guidance on how to support their child's AI learning at home. This will include advice on setting appropriate boundaries, discussing AI-generated content critically, and encouraging academic honesty. Regular workshops and information sessions will be offered, ensuring parents stay informed about AI developments and their impact on education.
- **Generative AI Policy:** The WSD Generative AI Policy will be shared with all students, outlining expectations for AI usage, academic honesty, digital well-being, and ethical guidelines.
- **AI Skills Progression:** An overview of age-appropriate AI skills taught at WSD is provided in Appendix 4, ensuring a structured approach to AI education across all year groups.

More information can be found in the WSD AI Guidance for Students.

Parent Training

Parents will be offered workshops, training, and guidance covering:

- **Understanding AI Tools Used in Education:** An introduction to the AI applications used in school, including how they support learning and act as a tutor by providing extra explanations, generating practice questions, and adapting to individual needs. Parents will learn how these tools work and how to encourage their children to use them effectively.
- **Managing Screen Time and AI-Driven Content:** Guidance on maintaining a healthy balance between AI use and offline activities. This will include recognising AI-generated misinformation, setting screen time limits, and ensuring AI tools are used for productive learning rather than passive consumption.
- **Online Safety and Parental Controls:** With AI being unpredictable and rapidly evolving, parental controls are essential. Parents will receive advice on monitoring AI interactions, setting up safeguards on devices, and having open discussions with their children about online risks. The training will also cover concerns around data privacy and how to ensure children do not share personal information with AI tools.
- **Understanding AI Bias and Limitations:** AI is not always accurate or neutral—its responses can reflect biases from the data it has been trained on. Parents will learn to critically assess AI-generated content and

understand that AI should not be relied upon for educational decisions without human judgment. This includes recognising when AI responses might be misleading or inappropriate.

- **Trusting Teachers Over AI:** Some parents are using AI to mark their child's work and are placing more trust in its feedback than in teacher assessments. Parents will be guided on why teacher feedback remains the most reliable and informed assessment of a child's progress. Schools will emphasise the importance of informed decision-making, ensuring that AI is used as a supportive tool rather than replacing professional expertise.
- **Ongoing Parent Engagement and Feedback:** The school is committed to maintaining an open dialogue with parents about AI in education. Regular coffee mornings, discussions, and training sessions will be held, providing opportunities for parents to share their experiences, voice concerns, and contribute to shaping AI guidance within the school. Parents with expertise in AI or education will be encouraged to offer support and share insights to strengthen the school's approach.

More information can be found in the WSD AI Guidance for Parents.

Click here to return to the Contents page

4. AI Usage and Governance

At WSD, the integration of AI will support and enhance teacher-led instruction, ensuring that AI is a tool that complements and amplifies the learning experience, rather than replacing the critical role of the teacher in the classroom.

- **Support, Not Replace:** AI should serve as an aid to teachers by enhancing classroom instruction, streamlining administrative tasks, and providing personalised learning experiences for students. It should not replace teacher-led teaching or student-teacher interaction, which remains central to the educational experience.
- **AI-Generated Student Work:** Any AI-generated content used by students in assignments must be clearly cited as a source. Students are expected to maintain academic integrity by acknowledging when AI has been used in their work, ensuring transparency and honesty in all academic submissions.
- **Ethical Use of AI:** AI must be used ethically and responsibly, ensuring that students and teachers avoid relying on AI tools that promote misinformation or perpetuate bias. Teachers will be trained to guide students in identifying and addressing AI-generated content that may be inaccurate, misleading, or unfair.
- **Plagiarism Detection:** To uphold academic standards, Turnitin will be used to verify that no AI-generated work is being plagiarised or misrepresented in BTEC coursework. This tool will help ensure that all submitted work maintains academic integrity and is free from unethical practices as per JCQ guidelines and and The use of generative AI in coursework from CIE.
- **Approved Platforms and Guidelines:** Teachers and students must use AI tools only within approved platforms and guidelines established by the school. All AI tools and applications used will be vetted to ensure they meet the school's standards for data privacy, security, and ethical use. Unauthorised use of AI tools outside the school's approved platforms will be prohibited.

Click here to return to the Contents page

5. Safeguarding & Dangers of AI

We recognise the potential dangers of AI-generated content, including misinformation, biased outputs, and harmful advice. All stakeholders 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.

Click here to return to the Contents page

6. AI Oversight and Policy Implementation

To ensure the effective and responsible integration of AI at WSD, an AI Integration Lead will be appointed to oversee the management, implementation, and ongoing development of the AI policy. The AI Integration Lead will play a critical role in maintaining the integrity of AI use across the school and ensuring adherence to ethical standards and educational best practices.

- **Monitor AI Implementation across the Curriculum:** The AI Integration Lead will regularly evaluate and monitor the integration of AI tools and practices within all subject areas, ensuring that AI is being used effectively to enhance teaching and learning while aligning with the WSD Learning and Teaching Policy. This

includes overseeing the quality of AI-generated content and ensuring it complements teacher-led instruction.

- **Ensure Ethical AI Use and Compliance:** The AI Integration Lead will ensure that AI tools are used ethically across the school. This includes addressing issues related to AI bias, misinformation, and privacy concerns. The lead will also ensure that AI usage complies with external exam board policies and the school's internal guidelines, particularly for exams and assessments where academic integrity is crucial.
- **Conduct Annual Reviews and Policy Updates:** To keep pace with evolving AI technologies and educational needs, the AI Integration Lead will conduct reviews of the AI policy and practices regularly. This review will assess the effectiveness of AI tools, address emerging ethical challenges, and ensure that the AI integration strategy remains aligned with the school's educational goals and the latest advancements in AI.
- **Provide AI Training and Support for Teachers:** The AI Integration Lead will be responsible for delivering ongoing AI training and professional development for teachers, ensuring they are well-equipped to use AI tools in the classroom. This includes providing training on ethical considerations, AI best practices, and curriculum-specific AI applications to enhance teaching and learning.

Click here to return to the Contents page

7. Links to Other Policies

This policy should be considered alongside:

- GEMS AI Policy
- WSD Generative AI Guidance for Students
- WSD AI Guidance for Parents
- WSD Behaviour Policy
- WSD Safeguarding Policy
- WSD Bring Your Own Device Policy
- WSD Curriculum Policy
- WSD Learning & Teaching Policy

Click here to return to the Contents page

8. 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.

Click here to return to the Contents page

9. Appendices

Click here to return to the Contents page

Appendix One: 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.

Click here to return to the Contents page

Appendix 2: 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**

Click here to return to the Contents page

Appendix 3: 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**

Click here to return to the Contents page

Appendix 4: An Overview of AI Integration at WSD to Ensure Age-appropriate AI Education

Title of Training	Age Group Applicable	Brief Description of Training
Introduction to AI Concepts	5–12 years	Students learn basic concepts of AI, including what it is, how it works, and examples of AI in everyday life (virtual assistants, smart devices). Activities focus on patterns and data exploration.
Prompt Engineering Basics	11+ years	Students are introduced to writing effective prompts for generative AI tools like ChatGPT. They learn to structure queries clearly and ethically using the WSD prompt framework.
Critical Thinking with AI	12–16 years	Focuses on analyzing AI-generated outputs critically, identifying biases, and verifying information for accuracy and reliability.
AI Ethics and Privacy	12–18 years	Covers ethical considerations, data privacy, and responsible use of AI tools. Students learn about safeguarding personal data and avoiding misuse. • Understand how AI collects, processes, and safeguards personal data (Computing, Maths, PSHE). • Explore ethical issues around AI use, including data privacy and bias (Computing, Humanities, French). • Analyse how AI influences human behavior and decision-making (Psychology, PSHE). • Critically evaluate AI-generated media, including deepfakes and misinformation (Media, English). • Discuss the impact of AI on journalism, social media, and entertainment (Media, English). • Examine the role of AI in widening or closing economic inequalities (Business, Economics, Humanities). • Debate ethical responsibility of businesses using AI (Business, PSHE). • Investigate cultural, societal, and legal impacts of AI (Humanities, PSHE). • Evaluate the ownership and authenticity of AI-generated artwork (Art, English). • Reflect on ethical use of AI in creative and academic work (Art, English, PSHE). • Discuss limitations and bias in AI translation tools (French, Computing). • Design a "Digital Citizenship Contract" for ethical AI use (PSHE, Computing). • Learn basic data security concepts related to AI (Maths, Computing). • Debate copyright and intellectual property issues in AI-generated content (English, Humanities). • Explore ethical use of AI in healthcare and scientific decision-making (Science, PSHE).
Advanced Prompt Engineering	15–18 years	Students practice advanced techniques for crafting precise prompts to solve complex problems or generate detailed outputs across subjects.
Creative Applications of AI	11–14 years	Students explore how generative AI can enhance creativity in writing, art, image, audio and video generation and problem-solving while maintaining originality and ethical use.

Click here to return to the Contents page

Appendix 5: Free Certified External Courses for Teachers to Develop AI Skills

MagicSchool for Educators Level 1 Level 1 introduces you to MagicSchool and helps you navigate the platform and how to best utilise the tools. MagicSchool AI Certification Course: Level 1
MagicSchool for Educators Level 2 The Level Two MagicSchool Certification Course helps you learn basic prompt writing and how to modify your outputs. MagicSchool AI Certification Course: Level 2
Canva Teacher Essential Course This course is designed to help you make the most out of Canva. Please sign up with your gemsedu account and verify to get access to the education pro account. https://www.canva.com/newsroom/news/teacher-certifications/
Canva AI in the classroom This course explains how to plan lessons with AI, create powerful presentations and boost creativity. AI in the Classroom - Design School
Quizizz AI Certification The course shows practical ways to use Quizizz to transform your existing materials, personalise assessments, and make learning more engaging. Quizizz AI Certification For Educators
TeachMate The course explains how the AI works, what makes TeachMate AI different and how it can benefit teachers. https://teachmateai.com/certified-educator-course
National College: AI and Pastoral Care This webinar explores how AI can help to improve pastoral care in schools, with a particular emphasis on student wellbeing. AI & Pastoral Care: Harnessing Technology
National College: Introduction to the Art of Prompt Engineering This webinar offers practical insight into the art of prompt engineering. Art of Prompt Engineering
National College: Fundamentals of AI for Educators This course provides you with an objective understanding of generative AI in the context of teaching and learning. Certificate in the Fundamentals of AI for Educators
National College: AI & SEND: Adaptive Teaching Guide This webinar explains how you can harness the power of AI in the classroom to personalise learning for pupils with SEND. AI and Complex SEND | International Junior AI and Complex SEND | International Senior
National College: Workload Reduction: Using AI to Save Time This webinar provides expert insight and offer practical tips into how AI can be harnessed to reduce staff workload in schools. AI to Reduce Admin Workload | International Senior
National College: AI in Teaching: Future-Proofing Policies This webinar explores the longer-term ramifications of generative AI's increasing use in the classroom. AI Considerations in Teaching and Learning International Senior Schools
National College: Online Sexual Abuse- Safeguarding in the Age of AI This webinar explores the issue of child sexual abuse material online and the part that AI can play in generating this content. Online Sexual Abuse in the Age of AI
National College: AI as Digital TA: Differentiating Learning This webinar provides practical guidance on harnessing the power of AI in the classroom to differentiate learning, thereby accommodating pupils' diverse needs and helping to raise attainment. AI as Digital TA: International Senior Schools AI as Digital TA: International Junior Schools
National College: AI & Online Safety: Mitigating Risks & Compliance This webinar provides you with practical guidance on how to mitigate online safety risks associated with new and emerging generative AI technologies. AI and Online Safety | International Junior Schools AI and Online Safety | International Senior Schools
National College: ChatGPT: Using AI for Effective Teaching & Learning This webinar explains how generative AI such as ChatGPT can be used in the classroom to enhance teaching and learning. ChatGPT: Using Generative AI for Effective and Engaging Teaching and Learning | International Junior Schools ChatGPT: Using Generative AI for Effective and Engaging Teaching and Learning | International Senior Schools
National College: AI-Empowered Classroom: Developing Teacher to Coach Role

This webinar provides you with expert guidance on developing your role from teacher to coach to better meet pupils' needs. AI-Empowered Classroom (International Junior School) AI-Empowered Classroom (International Senior Schools)
National College: MFL: Using Technology and AI to Support Language Learning This webinar provides expert guidance on using technology and AI tools to enhance and support modern foreign languages (MFL) learning. Secondary MFL: Support Learning with Technology & AI
National College: Embracing AI to Transform Teaching & Learning in the Academic Year This webinar provides you with expert insight into how AI can be used to transform teaching and learning in your classroom. Embracing AI to Transform Teaching
National College: Integrating AI into Classroom Practice for Assessment & Feedback This webinar provides you with expert guidance on how you can use AI in the classroom to enhance assessment and feedback. Integrating AI into Classroom Practice to Transform Assessment
National College: Artificial Intelligence A five-minute video gives you the essential information on AI. Introduction to Artificial Intelligence | National Online Safety
AI for Education This course is designed to help educators get started using ChatGPT to save time, engage students, and implement AI responsibly. AI Course for Educators — AI for Education
Khan Academy This course starts with the basics and explore how AI can enhance education and build your foundational knowledge in AI literacy. https://blog.khanacademy.org/be-a-step-ahead-with-khan-academys-ai-certification-course-for-teachers/
Curipod Certified Educator Explore the different activity types, learn how to build your own lessons and see practical ways to integrate Curipod into your teaching. Getting Started with Curipod
Microsoft: AI for educators This course covers a brief history of AI, large language models (LLMs), generative AI, prompt engineering, responsible use of AI, and uses in a class setting. AI for educators - Training | Microsoft Learn

Click here to return to the Contents page

Appendix 6: Free Courses for Parents

Course Name	What it is	Link
National College: What Parents & Educators Need to Know about AI Solutions	This online safety guide looks at the rise of artificial intelligence solutions. It highlights potential risks such as inaccurate information, reinforcing stereotypes and what impact technology might have on children's creativity and problem-solving skills.	Free Online Safety Guide | Artificial Intelligence Solutions
Internet Matters: Guide to AI	In this guide to AI, learn about the different generative AI tools like ChatGPT and My AI. Then, explore how to support learning, creativity and even bedtime using AI tools at home.	A guide to artificial intelligence (AI) for parents | Internet Matters

Click here to return to the Contents page

Appendix 7: 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

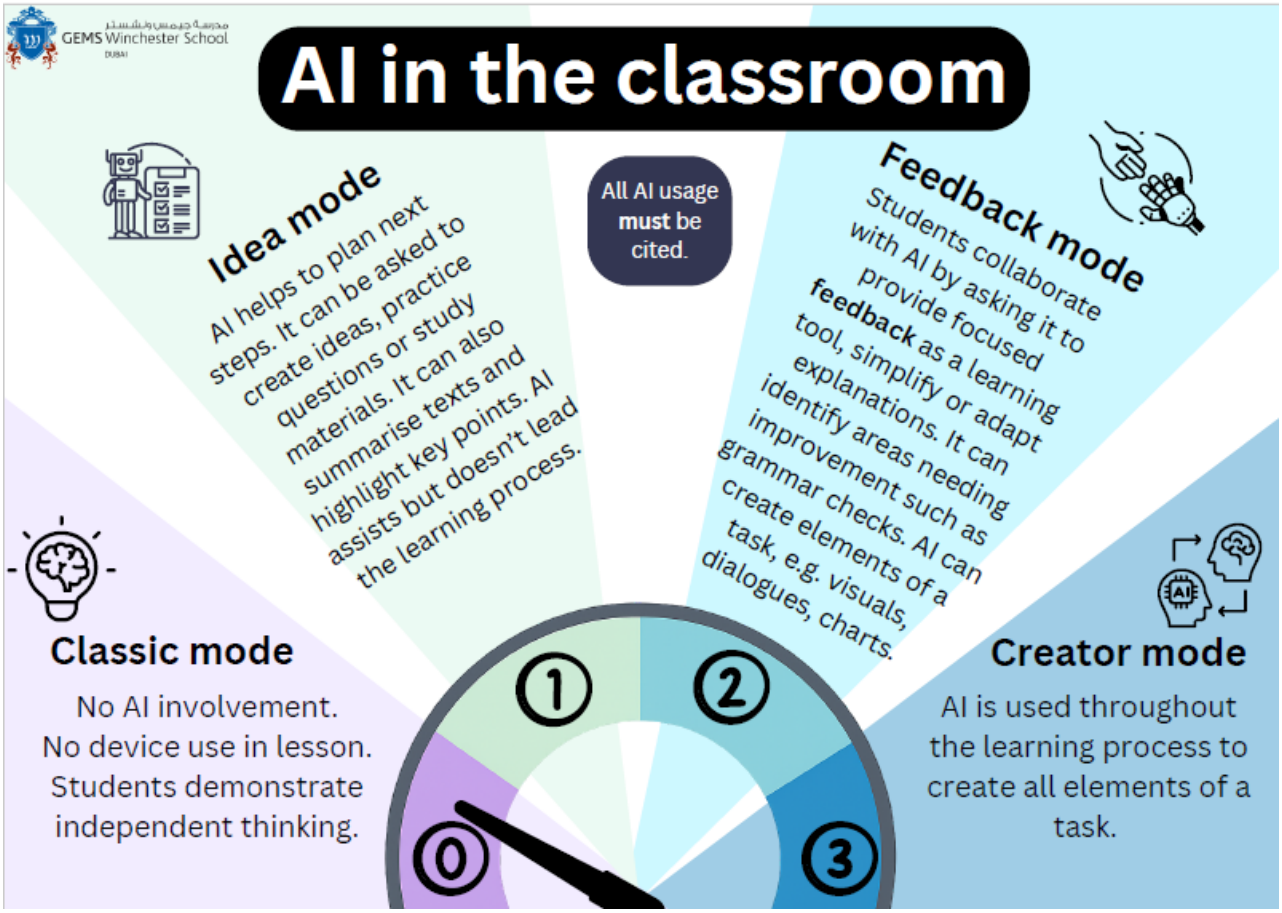
Ethics of AI
The Ethics of AI is a free online course created by the University of Helsinki. The course is for anyone who is interested in the ethical aspects of AI.
Ethics of AI

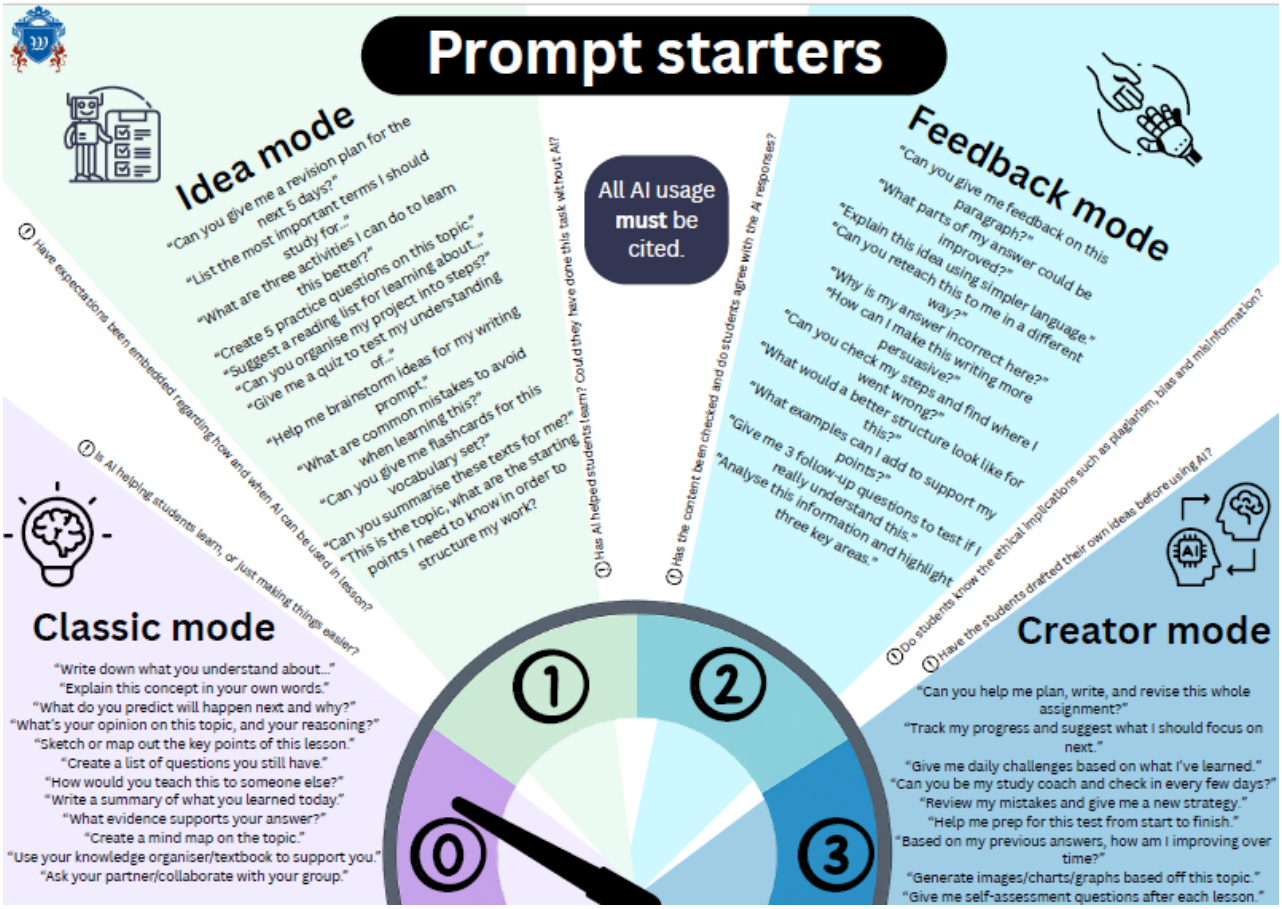
https://dub.ai/en/omp/

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

Click here to return to the Contents page

Appendix 8: 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?

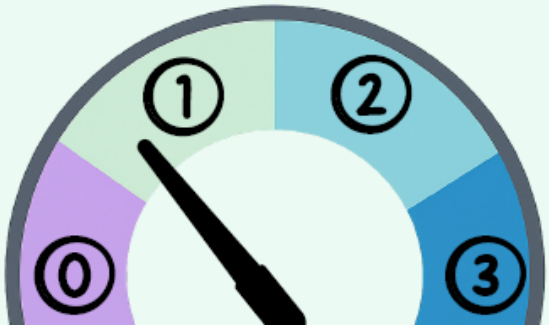
- Suggest a study plan for an upcoming test.
- Generate potential quiz questions for a lesson.
- Create flashcards or practice problems based on a topic.
- Brainstorm ideas for a project or assignment outline.

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?

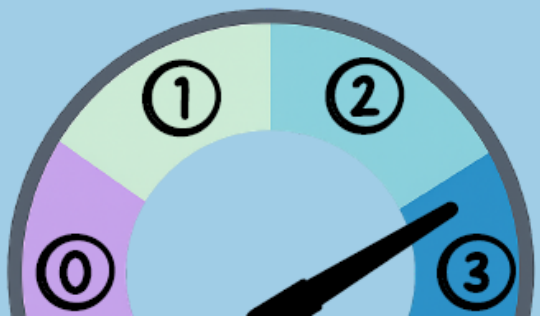
- Use AI daily as a study partner, writing assistant and feedback tool.
- Scaffold a long-term assignment from beginning to end.
- Adapt explanations, suggest tools and adjust depth based on individual student needs.

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?"

Click here to return to the Contents page

Appendix 9: 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.

[Click here to return to the Contents page](#)

Appendix 10: The DISCOVER AI Framework

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.

Click here to return to the Contents page

Appendix 11: AI Image Generation Framework & Vocabulary

مدرسة جيمس وينشستر
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.

Click here to return to the Contents page