



المدرسة الفلبينية  
**THE PHILIPPINE SCHOOL**  
"LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION"

Baniyas East 7, Abu Dhabi  
United Arab Emirates  
PO Box 10483

Phone: +971 2 583 1044  
Email: tpsauh.info@gmail.com  
principal.tpsauh06@gmail.com  
9252@adek.gov.ae

# **Policy Guidelines on the Responsible Use of Artificial Intelligence (AI) in Teaching, Learning, and Administration**

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## **Rationale**

The Philippine School Abu Dhabi (TPS AUH) recognizes the growing role of Artificial Intelligence (AI) in transforming education, enhancing instructional practices, supporting administrative efficiency, and preparing learners for future-ready skills. As a Philippine curriculum school operating in the United Arab Emirates, TPS AUH is committed to leveraging AI responsibly while upholding academic integrity, ethical standards, cultural sensitivity, and national identity.

This policy was established to guide the appropriate, ethical, and culturally compliant use of AI tools and systems in teaching, learning, assessment, and school operations, in accordance with DepEd Order No. 31, s. 2020 on the use of digital technologies in education and the ADEK Artificial Intelligence Framework for responsible and ethical AI integration in schools. It aligns with the ADEK Artificial Intelligence Framework, the Department of Education (DepEd) Philippines AI Framework, and the UAE National Identity and Cultural Consideration Policy. The policy ensures that AI use supports innovation without compromising human judgment, student welfare, data privacy, and respect for UAE values and traditions.

## **Policy Scope and Coverage**

This policy applies to all teaching and non-teaching personnel, school leaders and administrators, students across all grade levels and third-party service providers and digital platforms used by the school.

It covers the use of AI-powered tools, platforms, applications, and systems utilized for instructional planning, content creation, assessment, learner support, administrative processes, and communication.

## **Guiding Principles for AI Use**

The use of AI at TPS AUH shall hereby be guided by the principles of student-centered learning, ethical responsibility, cultural respect, equity and inclusion, and data privacy and security. Artificial intelligence is viewed as a support and thinking friend to teachers and school leaders rather than a replacement for human judgment. Its use must always be fair, transparent, accountable, culturally appropriate, and protective of all personal and institutional data.

## **Policy Guidelines**

### **1. Alignment with UAE Cultural Values and National Identity**

All AI-generated or AI-assisted content used in classrooms, assessments, publications, or communications must respect:

- UAE cultural norms, traditions, and Islamic values
- UAE National Identity framework

- Cultural Consideration Policy of ADEK

AI tools must not generate or display content that is culturally offensive, politically sensitive, religiously inappropriate, or misaligned with Emirati values.

## **2. Ethical and Responsible Use of AI**

- AI shall be used as an assistive tool, not as a substitute for professional judgment.
- Users must critically evaluate AI-generated outputs for accuracy, bias, and appropriateness.
- Transparency must be observed when AI is used for instructional or assessment-related purposes.
- Misrepresentation of AI-generated work as purely human-generated output without proper guidance or permission is discouraged.

## **3. AI in Teaching and Learning**

AI may be used, subject to prior review and approval, to support lesson planning, differentiation, instructional design, generation of practice activities, simulations, formative learning materials, language support, feedback, and learning scaffolds. Teachers remain fully responsible for reviewing and approving all AI-assisted materials prior to classroom use, ensuring that all content aligns with curriculum standards, learning competencies, age appropriateness, and cultural sensitivity.

- Reviewing and approving all AI-assisted materials before classroom use
- Ensuring alignment with curriculum standards and learning competencies
- Ensuring age-appropriateness and cultural sensitivity of content

## **4. AI in Assessment and Academic Integrity**

In accordance with DepEd Order No. 8, s. 2015 on classroom assessment and DepEd Order No. 40, s. 2012 on child protection,

- AI tools may support formative assessment, data analysis, and feedback generation.
- High-stakes assessments must not rely solely on AI-generated outputs.
- Students must be guided on ethical AI use and academic honesty.
- AI use that results in plagiarism, misrepresentation, or unfair academic advantage is strictly prohibited.

The Assessment Department shall ensure that AI-supported assessment practices align with ADEK standards and DepEd assessment principles.

## **5. AI in Administration and School Operations**

AI may be used to enhance:

- Data management and reporting
- Scheduling, communication, and workflow efficiency
- Student support services

Administrative AI systems must comply with data protection policies and must not make autonomous decisions that significantly affect students or staff without human oversight.

## 6. Data Privacy, Security, and Protection

Pursuant to DepEd Order No. 26, s. 2017 on data privacy in basic education and applicable UAE data protection regulations,

- Personal and sensitive data must not be uploaded to unauthorized or unsecured AI platforms.
- AI tools must comply with UAE data protection laws and ADEK regulations.
- Consent must be obtained when required, especially for student-related data.
- ICT and School Administration shall vet AI platforms prior to adoption.

## 7. Prohibited and Restricted Uses of AI

The use of artificial intelligence is strictly prohibited when it results in the generation or dissemination of content that violates UAE cultural, moral, religious, or national identity values; when it is used to fabricate, falsify, or misrepresent academic work, student records, or official school documents; when it enables plagiarism, academic dishonesty, or unfair academic advantage; when it involves the unauthorized collection, storage, processing, or sharing of personal or sensitive data; or when it promotes misinformation, bias, discrimination, or harmful stereotypes. Any AI application that contradicts ADEK directives, UAE laws, or DepEd ethical standards shall not be permitted for use within the school.

## 8. Roles and Responsibilities

School Principal	shall provide overall leadership, policy approval, and institutional accountability for the implementation of this policy and shall ensure alignment with ADEK regulations and UAE legal requirements.
Vice Principal	shall oversee day-to-day compliance, coordinate monitoring activities, and lead the periodic review and orientation of staff.
ICT and Robotics Coordinator	shall be responsible for vetting AI tools and platforms, ensuring cybersecurity and data protection safeguards, and providing technical guidance to users.
Teaching and Learning Coordinator	shall ensure that AI integration supports sound pedagogy, curriculum alignment, and learner development
Assessment Coordinator	shall monitor ethical AI use in assessment practices and safeguard academic integrity.
UAE National Identity Coordinator	shall ensure that all AI-generated or AI-supported content promotes and respects UAE values, heritage, and national identity.

HODs	Shall lead and support teachers in integrating AI responsibly into teaching, learning, and assessment while ensuring compliance with school policies, ethical standards, and cultural considerations.
Teachers	are responsible for modeling ethical AI use, guiding students on responsible practices, and reviewing all AI-assisted materials prior to use.
IT	Shall provide technical support for AI tools, maintain secure systems and data privacy, and ensure all AI technologies are implemented safely and responsibly.
HR	Shall manage staff training and professional development on responsible AI use, and ensure policies regarding AI-related ethics, confidentiality, and compliance are enforced.
Guidance Counselors	Shall guide students on the ethical and responsible use of AI, support digital citizenship education, and address any concerns regarding AI's impact on learning and well-being.
Students	are expected to use AI responsibly, ethically, and in accordance with school policies and academic honesty standards.
Parent-Teacher Association	Shall support the school in promoting responsible AI use, provide feedback on AI initiatives, and collaborate to ensure students' safe, ethical, and culturally appropriate use of AI.
Governing Council	Shall provide strategic oversight, approve and review AI policies, and ensure AI initiatives align with school objectives, regulatory frameworks, and safe, ethical practices.

## 9. Reporting, Monitoring, and Compliance

### Procedure for Reporting and Responding to AI Misuse or Policy Violations

#### Step 1: Identification

Any teacher, student, or staff who observes potential misuse of AI (academic dishonesty, data privacy breach, cultural inappropriateness, or ethical concern) shall document:

- Tool or platform used
- Nature of concern
- Date, time, and context

#### Step 2: Secure Evidence

Preserve screenshots, files, or logs where applicable. Do not delete until reviewed.

#### Step 3: Report

Report within the same working day to the HOD, Teaching & Learning Coordinator, or ICT Coordinator.

#### Step 4: Administrative Review

The AI Review Committee evaluates the incident against ADEK, DepEd, and TPS policies.

#### Step 5: Corrective Action

Actions may include guidance, retraining, revocation of access, disciplinary measures, or reporting to authorities.

**Step 6: Documentation**

All incidents and actions shall be recorded for compliance and audit purposes.

Any misuse, ethical concern, or cultural violation involving AI must be reported without delay and shall be addressed promptly in accordance with this procedure.

Any misuse, ethical concern, or cultural violation involving AI must be reported to the School Administration or appropriate committee. Incidents shall be documented, reviewed, and addressed in accordance with school and ADEK policies.

**10. Capacity Building and Professional Development**

The Philippine School Abu Dhabi shall be required to provide continuous professional development programs to build AI literacy, ethical awareness, and pedagogical competence among staff. Training shall focus on responsible AI integration in teaching and assessment, understanding of cultural and legal considerations, data protection practices, and emerging trends in educational technology. These initiatives aim to empower educators to use AI thoughtfully, effectively, and in alignment with institutional values and regulatory frameworks.

**11. Implementation Timeline**

Phase 1 (Month 1): Policy dissemination and staff orientation.

Phase 2 (Months 2-3): Guided integration and monitored implementation.

Phase 3 (Month 4 onward): Ongoing monitoring, evaluation, and refinement.

**Prepared by:**

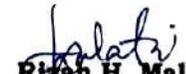
  
**Assessment Department**

**Committee:**

  
**Elvira J. Fernandez**  
ICT and Robotics Coordinator

  
**Maria Divina Leoncio**  
Female Guidance Counselor

  
**Jerome Fajardo**  
School IT

  
**Rizah H. Malata**  
Teaching and Learning Coordinator

**Emmanuel Data Cruz**  
School HR

**Amani Adnan Ibrahim**  
UAE National Identity Coordinator

**Reviewed by:**  
*[Signature]*

**Luzminda M. Divino**  
Vice Principal

**Approved by:**

*[Signature]*  
**Jesus S. Ostos, Jr.**  
Principal



**ACKNOWLEDGEMENT FORM**

I have read and fully understood the TPS AUH Policy Guidelines on the Responsible Use of Artificial Intelligence (AI) in Teaching, Learning, and Administration. I agree to uphold the guidelines, support the programs, and cooperate with the school in ensuring a responsible use of artificial intelligence.

Name of Parent/Guardian: \_\_\_\_\_  
Name of Student: \_\_\_\_\_  
Grade & Section: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**DISCLAIMER**

The Philippine School Abu Dhabi implements this policy according to ADEK and DepEd guidelines. The school reserves the right to:

- Interpret and enforce policies consistently with the best interest and safety of students
- Make decisions aligned with UAE laws and ADEK regulations
- Modify or update the policy in compliance with new directives

This policy prioritizes student safety, protection, confidentiality, and due process.