



ARTIFICIAL INTELLIGENCE (AI) POLICY

Introduction

At MEF International School, we embrace the transformative potential of Artificial Intelligence (AI) in reshaping educational paradigms. AI transcends mere technological progress; it serves as a pivotal tool in augmenting and enriching the student learning journey. Our strategy is aligned with the International Baccalaureate's (IB) principles, advocating for an ethical and conscientious integration of AI into our pedagogical practices, upholding academic integrity, and viewing AI as a complementary asset to teaching and learning. Our educational framework, rooted in ethical principles and international best practices, is designed to provide our students with an education that is not only progressive but also visionary. This approach ensures that our students are well-prepared to navigate and contribute to an increasingly complex and technologically advanced world.

Purpose

At MEF International School, we believe that Artificial Intelligence (AI) has the potential to revolutionize education by providing new ways of learning and fostering innovation. However, we recognize that integrating AI into our academic ecosystem requires caution, care, and a clear sense of purpose. With this policy, we aim to provide guidance on how to approach this endeavor. In this policy, we outline:

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Professional Development and Training

To seamlessly and responsibly incorporate generative AI (GenAI) tools within our educational paradigm, MEF International School is dedicated to an ongoing program of staff training and professional development. This initiative is tailored to equip our educators with a profound understanding, effective guidance, and critical evaluation skills regarding the use of GenAI tools in educational settings. Our training modules will encompass comprehensive workshops focusing on:

- **Identification and Analysis of GenAI-Generated Content:** Educators will be trained to discern and analyze content created by GenAI, enhancing their ability to integrate these tools effectively in their teaching.
- **Ethical Implications and Responsible Use of AI in Education:** These sessions will delve into the ethical aspects of AI usage in educational contexts, ensuring that our educators are well-versed in navigating the moral landscape of AI.
- **Strategic Integration of AI Tools in Teaching Methodologies:** The training will provide strategic insights on how to incorporate GenAI tools into existing teaching methods, reinforcing academic integrity and enhancing learning outcomes.

In addition to these targeted workshops, we will offer an array of resources for continuous learning and adaptation, enabling our educators to stay abreast of the latest developments in educational technology. Our comprehensive approach is designed to cultivate a learning environment where both students and staff can leverage the capabilities of GenAI tools, all while steadfastly upholding our fundamental values of honesty, respect, and academic excellence. This initiative not only prepares our educators to adeptly use GenAI in their teaching but also ensures that our students are receiving an education that is both technologically advanced and ethically sound.

Advancing Educational Paradigms with AI

Education is a dynamic entity, constantly evolving to meet the needs of society, its learners, and the ever-changing global environment. With the advent of artificial intelligence (AI), MEF IS recognizes there is a clear need to adapt our educational paradigms from current models to more intricate and holistic approaches that reflect the International Baccalaureate (IB) philosophy, where our teaching moves beyond rote memorization to the utilization of authentic inquiry-based, project-based, and problem-based learning that reflects the development of higher-order thinking, such as analysis, creation, evaluation, collaboration, and problem-solving, preparing students for complex real-world challenges.

The AI Tools currently being employed by our school community are categorized as

1. Conversational AI
2. Tutoring and Q&A
3. Research and Inquiry
4. Image Generation
5. Content Summarization
6. Study Aids
7. Voice Assistants
8. Graphic Design
9. Language Translation
10. Writing and Grammar

Ethical Considerations, Responsibilities, and Academic Integrity

The integration of Artificial Intelligence (AI) into the educational landscape, while offering transformative opportunities, also brings with it ethical concerns that cannot be overlooked. MEF International Schools is deeply committed to navigating these concerns with integrity, responsibility, and a commitment to the well-being of all its stakeholders.

MEF IS Statement

At MEF International Schools, we are committed to pioneering educational innovation by seamlessly integrating Artificial Intelligence (AI) within our teaching and learning framework. Recognizing AI's

profound ability to reshape the educational landscape, we are dedicated to harnessing its potential responsibly and ethically. Our policy, anchored in a deep commitment to academic excellence and ethical principles, acts as our compass in this journey of transformation. As AI technology evolves, we pledge to continuously revisit, reassess, and refine our approach. This ensures that every student at MEF International Schools is not only well-prepared but also ethically informed to thrive in the forthcoming AI-influenced world.

Adherence to International Baccalaureate and Cambridge Guidelines

In line with the International Baccalaureate (IB) Statement dated 06 June 2023, we emphasize the importance of transparency when incorporating AI-generated materials. All AI-derived text, images, or graphs used in academic work must be explicitly credited, both within the text and in the bibliography, following MLA citation style. For instance, in-text citations should read: “(paraphrased from ChatGPT, 2023)” and bibliography entries should detail the prompt and response date, such as: "OpenAI. (23 February 2023). ChatGPT response to example prompt on a specific topic. URL"

Similarly, in accordance with Cambridge's policy statement of November 2023, we require all uses of generative AI in research, creation of texts or multimedia, or project planning to be duly acknowledged in the student's work. This includes specifying the prompts used, the name and version of the AI tool, and the access date, ensuring complete transparency and academic integrity in the use of AI technologies.

Guidelines for Use

Usage of AI tools

For Students: Enhancing Learning through AI

AI tools at MEF IS serve as dynamic facilitators of inquiry, deepening students' understanding of complex topics and bolstering their creativity. These tools offer:

- Tailored support in research and resource acquisition based on assigned homework.
- Inspiration for creative thinking and challenging existing concepts.
- Real-time feedback during formative assessments, under teacher supervision, to foster reflective learning and continual improvement.

For Teachers: Augmenting Teaching Methodologies

AI tools complement and enhance traditional teaching methods by:

- Offering diverse, interactive content that aids in elucidating intricate concepts.
- Providing a platform for creative problem-solving and varied perspectives.
- Supporting homework tasks with additional learning resources.
- Delivering instantaneous feedback to students, highlighting areas for growth.
- Aiding in the development of personalized feedback for assessments.
- Identifying individual learning patterns to craft customized educational strategies.

Alignment with Evolving Assessment Methods

MEF IS recognizes the need to align assessment strategies with the changing educational landscape. We are committed to implementing advanced assessment methodologies such as inquiry, problem, and project-based learning assessments. By doing so, MEF IS ensures students are well-equipped to navigate, contribute to, and lead in a world where technology and human ingenuity intersect.

Ethical and Responsible Use: Acknowledgment, Citation, and Originality

- **Acknowledgment and Citation:** All academic works incorporating GenAI tools must transparently acknowledge this usage. This encompasses a wide array of outputs including text,

images, graphs, sound, and video. In-text and bibliographic citations must be clearly marked, adhering to MEF IS's referencing standards.

- **Prohibited Use:** The use of GenAI tools for producing work that is to be submitted as entirely the student's own is strictly prohibited. Unless explicitly permitted by the teacher in writing, these tools should not be used for assignments, essays, or projects.
- **Documentation of Usage:** Students are required to document their use of GenAI tools comprehensively. This includes recording the exact text of the prompts used, referring to the previously mentioned guidelines in the MEF IS statement.
- **Originality Expectations:** Submissions predominantly consisting of quotes or AI-generated content will be marked in accordance with our existing policies on original work and may receive minimal, if any, marks.

At MEF International School, we prioritize academic integrity. We expect students to use GenAI tools responsibly and ethically, ensuring their work reflects their personal understanding, analysis, and synthesis of the subject matter.

Policy last reviewed, August 2025

References

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- OpenAI Chat. (November 30, 2023). MEF IS GenAI Usage Guidelines, <https://chat.openai.com/share/1b2d739d-8dbb-4e58-bc15-f3de4ff7cd01>