



Artificial Intelligence Policy

Written/Reviewed By: Job title(s):	Update frequency:	Latest review date:
Head of Technology Head of Learning Programme Coordinators Section Principals	Every year	February 2026



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Introduction and Purpose

Rationale

Stockholm International School is committed to using generative AI in a thoughtful, ethical, and mission-aligned manner to support all aspects of teaching, learning and school operations. Recognising that AI represents a fundamental transition in education, we view it as a powerful tool to enhance instruction, meet diverse learning needs, and improve access for all learners.

It is paramount that AI remains a supportive technology; it will not replace human interactions, professional judgment or decision-making at SIS. Our policy protects student privacy by mandating the use of only school-approved tools and strictly prohibiting the entry of personal data into public AI systems.

Through ongoing education for both staff and students, we ensure AI is used safely, ethically, and skillfully. Our primary goal is to implement this policy to prevent AI from eroding human creativity, foundational skill development and the personal voice. This commitment is supported by a regular review of our approach to ensure continuous alignment with international standards for safety and equity.

AI and our values

Valued

At SIS, we value each other. We respect and appreciate one another for who we are. We work to create a more diverse, inclusive, equitable and just school community.

We use AI tools to enhance accessibility and inclusion, ensuring they serve to amplify diverse human voices rather than diminish the essential human connection between us.

Challenged

At SIS, we support each other to embrace change. We recognise that positively challenging ourselves, our beliefs and others will make us more resilient and able to solve problems together.

We use AI as a powerful tool to deepen inquiry and spark ideation, ensuring it supports the necessary "productive struggle" of learning rather than offering a shortcut to a polished product.

Balanced

At SIS, we see the whole person. We recognise the importance of physical, intellectual, and emotional well-being as well as a healthy work/life balance for all members of our community.

We use AI to reduce administrative burdens and create space for meaningful interaction, while promoting a sustainable, discerning approach that prioritises digital wellbeing and safeguarding.

Prepared

At SIS, we understand that in order to succeed we need to be proactive. We need to have the discipline to plan, to adapt, to practise, to learn and to reflect on our actions.

We proactively integrate AI literacy into our practice, equipping our community with the ethical understanding, critical discernment, and transparency necessary to navigate an evolving technological landscape responsibly.

Sustainability Statement

The operation of Artificial Intelligence systems requires significant energy and computational resources, contributing to an environmental cost.

Stockholm International School (SIS) is committed to sustainable practice. Therefore, all students and staff are responsible for ensuring AI use is balanced, discerning, relevant and limited to minimise this environmental impact, aligning with the school's sustainability goals. AI use is only justifiable and approved when it is clearly the correct and most efficient tool for a specific purpose.

Particular care is encouraged when generating rich media such as images, videos or world models for educational purposes.

Policy Scope

This policy applies to all members of the school community including students, teaching staff, non-teaching staff, leadership, trustees, parents/guardians, and visitors when using AI technologies for school-related purposes, whether on school premises or elsewhere, and on school-owned or personal devices.

Relationship to Other Policies

This policy operates in conjunction with other school policies, including:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Acceptable Use of Technology Policy
- Academic Integrity Policy
- Assessment Policy
- SIS Student Behaviour Expectation Policy
- Staff Code of Conduct

Transparency Statement

As a learning community, we are committed to fostering a culture of transparency, honesty, and integrity in our use of artificial intelligence (AI). Our goal is to ensure that the use of AI enhances trust, supports ethical decision-making, and models best practices for our students.

We recognise transparency as fundamental to academic integrity and effective professional collaboration. As such, all members of our community must consistently and honestly acknowledge AI-generated content, provide clarity about its role and encourage open conversations about its use and impact. Disclosure expectations can be seen in the generative AI Professional Use Scale for Teachers document.

This commitment to disclosure supports not only legal and ethical compliance but also our shared responsibility to guide students in the responsible and reflective use of emerging technologies.

Definitions

Artificial Intelligence (AI)

For the purposes of this policy, AI refers to systems that can perform tasks that typically require human intelligence, including generating content (text, images, audio, video), analysing data, answering questions, and making recommendations.

AI Tools

AI tools include but are not limited to:

- Large Language Models (e.g., ChatGPT, Claude, Gemini)
- Image generation tools (e.g., DALL-E, Midjourney, Nano Banana)
- Voice and video generation tools
- AI-powered educational applications and platforms
- AI analytical and research tools
- AI wearables

AI-Generated Content

Any text, image, audio, video, code or other material that has been partially or fully created by an AI system.

Governance and Responsibilities

Board of Trustees

- Ensure adequate resources for the implementation of this policy
- Review major AI-related incidents and policy effectiveness annually

Leadership Team

- Ensure staff receive appropriate training on AI safeguarding
- Review and approve AI tools for school-wide use

Teaching Staff

- Supervise student AI use appropriate to age and context
- Integrate AI literacy into curriculum delivery
- Model appropriate AI use
- Report concerns according to established procedures

Students

- Use AI tools in accordance with policy and associated agreements and seek guidance when unsure
- Report concerns about inappropriate AI content or use
- Properly attribute AI-generated content according to academic guidelines

Parents/Guardians

- Support the school's approach to AI and academic integrity and seek guidance when unsure
- Monitor home use of AI technologies
- Stay updated on school policies and documentation related to AI

Authorised AI Use in School

Student use of AI tools is limited to grades 8 to 12 to ensure the development of foundational cognitive and social skills, and alignment with safeguarding and data protection considerations.

Approved AI Platforms & Tools

- Google Workspace Education with Gemini
- Image generation: Canva AI, Nano Banana
- NotebookLM
- Grammarly
- Monday
- Infogram
- Seesaw

Approval Process for New AI Tools

Staff wishing to use AI tools not on the approved list must submit a request to the Technology department, which evaluates:

- Educational purpose
- Privacy and data protection
- Content safety features
- Terms of service
- Accessibility considerations

Appropriate Student Use Guidelines

Prohibited Uses

- Generate harmful, discriminatory, or inappropriate content
- Circumvent legitimate assessment of student capabilities
- Impersonate others or spread misinformation
- Attempt to bypass safety filters or monitoring
- Process personal data of others without consent

Academic Integrity Guidelines

- All AI assistance must be transparently acknowledged through an AI attribution statement, in line with the Acceptable Use Scale, when appropriate
- The nature and extent of AI use must be disclosed
- Students remain responsible for the accuracy of their final work
- AI use must comply with subject-specific guidelines

Subject-Specific Guidelines

Different departments may establish specific guidelines on appropriate AI use for their subject area, which will be communicated to the leadership team, students and parents.

Appropriate Staff Use Guidelines

Professional Use

Staff may use approved AI tools to:

- Generate ideas and resources for teaching
- Assist with administrative tasks
- Support differentiation and personalisation
- Analyse student data to inform teaching

Responsible and ethical AI use requires that AI is exclusively used under human oversight. Without a critical analysis of AI output based on a conceptual and critical understanding of how AI works, we are not using AI responsibly, nor ethically.

This means that:

1. We do not use AI to determine grades.
We can use AI to inform human decisions about grades.
2. We do not use AI to provide feedback.
We can use AI to inform human decisions about feedback.
3. We do not use AI to determine Academic Integrity issues.
We can use AI to inform human decisions about Academic Integrity.
4. We do not use AI to determine disciplinary outcomes.
We can use AI to inform human decisions about disciplinary outcomes.
5. We do not use AI to make decisions about human beings, including but not limited to:
 - a. Applications;
 - b. Recruitment;
 - c. Staffing;
 - d. Setting or streaming;
 - e. Access arrangements.*We can use AI to inform human decisions about human beings.*
6. To ensure alignment with SIS values, safeguarding standards and data protection requirements, only AI tools reviewed and approved by the Technology department may be used for school-related purposes.

AI can be a valuable collaborator in decision-making, but it is never appropriate to use AI without a critical engagement with its output.

Restrictions on Staff Use

Staff must not use AI to:

Generate sensitive communications (for example, any information that would normally sit in safeguarding files, learning plans, medical records, HR or disciplinary files, complaint files, or fee/finance information)

- Make significant decisions about students without human review
- Create content that would infringe copyright or intellectual property
- Process student personal data on unapproved platforms

Professional Boundaries

Staff should:

- Maintain professional judgment when using AI-generated content
- Review AI outputs for accuracy, quality and appropriateness
- Model appropriate attribution and critical evaluation
- Model sustainable, ethical and environmentally conscious considerations in AI
- Maintain awareness of AI's limitations

Education and Training

Student Education

- Age-appropriate AI literacy curriculum covering:
 - How AI works and its limitations
 - Critical evaluation of AI-generated content
 - Responsible and ethical AI use
 - Academic integrity in an AI context

Staff Development

- Mandatory basic AI awareness training for all staff
- Additional training for teaching staff on educational applications
- Specialised training for designated safeguarding and IT staff
- Regular updates on emerging AI capabilities and risks

Parent Education

- Information sessions on the school's AI approach
- Guidance on supporting appropriate AI use at home
- Regular updates on school AI practices

Incident Response

Categories of Incidents

AI-related safeguarding incidents are categorised as:

- Minor: Unintentional misuse without harmful content or intent
- Moderate: Intentional misuse or exposure to inappropriate content
- Serious: Creation of harmful content, significant privacy breach, or pattern of misuse

Reporting Procedures

- Students should report concerns to any staff member
- Staff should document incidents in line with the SIS Safeguarding Policy
- Serious incidents must be reported to the Safeguarding Lead immediately

Response Protocols

- Minor incidents: Teacher intervention and education
- Moderate incidents: Formal documentation, parent notification, potential restrictions
- Serious incidents: Full investigation, leadership team involvement, possible external reporting

Support for Affected Individuals

- Access to appropriate pastoral support
- Clear communication with parents/guardians
- External referrals where necessary