



AI AND TECHNOLOGY POLICY

1. Introduction

Universal Private School, Al Ain recognizes Artificial Intelligence and digital technology as increasingly important components of education, teaching practice and school operations. The school is committed to using technology in ways that improve student achievement, strengthen teaching and assessment, develop future ready competencies and provide equitable access to learning while protecting students' safety, privacy, wellbeing and academic integrity.

This policy establishes the school's approach to AI literacy, digital literacy, AI learning tools, professional development, responsible technology use, cybersecurity, data protection, digital communication and institutional readiness.

For AY 2026/27, UPS will follow the phased implementation requirements communicated through ECO/2026/006 Priority Policies for Academic Year 2026/27, while working progressively toward full compliance by AY 2027/28.

2. Purpose

This policy aims to ensure that Universal Private School:

1. develops AI and digital literacy progressively from KG through Grade 12;
2. integrates the ADEK K to 12 AI Literacy Framework into the school curriculum;
3. uses AI to enhance rather than replace high quality teaching, professional judgement and genuine student thinking;
4. adopts only appropriate and ADEK approved AI learning tools for student use;
5. develops teachers' competence in effective, ethical and responsible AI use;
6. protects student data, privacy, safety and wellbeing;
7. promotes academic integrity and prevents inappropriate dependence on AI;
8. provides equitable access to technology, including appropriate accommodations and assistive technologies for students with additional learning needs;
9. establishes clear expectations for mobile phones, social media, digital communication and online behaviour; and
10. maintains secure and reliable digital infrastructure appropriate to the educational and operational needs of UPS.

3. Scope

This policy applies across the whole school from KG1 through Grade 12 and across the school's educational programmes.

It covers:

- AI and digital literacy curriculum;
- AI learning tools;
- educational technology and digital learning platforms;
- student and staff devices;
- school networks and digital infrastructure;



- AI generated educational content;
- assessment and academic integrity;
- cybersecurity and data protection;
- mobile phones and SIM enabled devices;
- social media;
- digital communication;
- online and distance learning;
- digital safeguarding;
- external technology providers; and
- the use of technology in school administration and decision making.

The principles of equitable access contained within this policy apply to all learners, including students with additional learning needs, multilingual learners and gifted and talented students.

4. Policy Principles

UPS will apply six core principles to all school use of AI and technology.

Educational purpose: Technology must support clearly identified learning, teaching or operational purposes.

Human responsibility: Teachers and school leaders retain professional responsibility for educational decisions. AI will inform professional judgement but will not replace it.

Student agency: AI should develop students' thinking, creativity, problem solving and independence rather than encourage students to transfer thinking or reasoning to technology.

Safety and responsibility: Digital environments used by the school must be age appropriate, culturally appropriate and consistent with UAE requirements.

Equity and inclusion: Technology should increase access to learning and must not disadvantage students because of ability, additional learning needs, language or access to personal technology.

Privacy and security: Student and staff information must be handled securely and in accordance with ADEK requirements and applicable UAE legislation.

These principles reflect ADEK requirements concerning cognitive development, academic integrity, human oversight, content safety, cultural consideration, algorithmic bias and fairness.

5. AI and Digital Literacy Curriculum

5.1 ADEK K to 12 AI Literacy Framework

UPS will begin implementing the ADEK K to 12 AI Literacy Framework across all applicable grade levels by 28 September 2026, as required under ECO/2026/006.

The curriculum will progressively develop the four interconnected ADEK AI literacy strands:



1. **AI Conceptual Understanding**
2. **Critical Evaluation and Informed Interaction**
3. **AI Creation, Engineering and System Design**
4. **Responsible Governance, Data Privacy and Societal Impact**

UPS will use a spiral approach so that concepts introduced at younger ages are revisited with increasing depth and technical complexity as students progress through the school.

5.2 UPS AI Learning Progression

Phase	Grades	ADEK Learner Profile	UPS Focus
Phase 1	KG1 to KG2	AI Aware Explorer	Play based and unplugged exploration of human and machine inputs, patterns, choices and cause and effect. No direct AI tool use.
Phase 2	Grades 1 to 5	AI Literate Thinker	Rules, logic, data, evaluating outputs, responsible interaction and gradual introduction to appropriate AI tools.
Phase 3	Grades 6 to 8	AI Solution Builder	Data, models, workflows, foundational machine learning concepts, evaluation and refinement of AI supported solutions.
Phase 4	Grades 9 to 12	AI Systems and Solutions Designer	Designing and evaluating AI enabled solutions, systems thinking, governance, ethics, privacy and responsible real world application.

This progression directly reflects the learner profiles established in the ADEK draft policy.

5.3 Curriculum Delivery at UPS

UPS will adopt a **hybrid approach** to AI literacy.

AI literacy will be explicitly taught through ICT, Computing or Technology provision where appropriate, while relevant AI concepts and applications will also be integrated into subjects such as English, Mathematics, Science, Arabic, Social Studies and other curriculum areas.

Cross curricular integration must be purposeful and linked to appropriate curriculum outcomes rather than the use of AI for its own sake.

The Academic Leadership Team, AI Lead, ICT or Computing staff and subject leaders will map the ADEK AI literacy standards against the UPS curriculum and identify:

- where each competency is introduced;
- where it is developed;
- where it is applied;
- appropriate evidence of learning; and
- any gaps requiring additional curriculum provision.



UPS will complete and submit the AI Literacy Implementation Plan Form by 31 August 2026, subject to ADEK providing the announced form.

6. AI Literacy Assessment and Monitoring

AI literacy will be assessed through authentic application rather than knowledge recall alone.

Students will progressively demonstrate their ability to understand AI, evaluate AI generated information, use AI responsibly, recognize limitations and bias, protect personal information and apply appropriate AI skills to authentic problems.

AI literacy assessment will be adapted appropriately for students with additional learning needs.

The school's Learning Management System and associated curriculum tracking arrangements will progressively incorporate AI standards and learning outcomes so that achievement and progress can be monitored and evidence made available in accordance with ADEK requirements.

The school will use this information to identify curriculum gaps and inform subsequent teaching, intervention and curriculum planning.

7. AI Learning Tools

7.1 Approval of AI Tools

No AI powered personalized learning tool will be formally deployed for student use by UPS unless it has been evaluated by the school and received the required ADEK approval.

For any AI learning tool already in use, UPS will seek ADEK approval. Where the school has not yet adopted a qualifying AI learning tool, it will identify an appropriate tool and work toward ADEK approval.

The AY 2026/27 priority deadline for this process is 28 September 2026.

The school will maintain an **Approved AI and Digital Tools Register** containing, as applicable:

- tool name and provider;
- educational purpose;
- intended student groups;
- curriculum alignment;
- ADEK approval status;
- data collected;
- privacy and security review;
- parental consent requirements;
- safeguarding controls;
- staff responsible;
- date approved internally;



- date of ADEK approval; and
- review or renewal date.

7.2 Selection Criteria

Before recommending any AI learning tool for ADEK approval, UPS will evaluate whether it satisfies the mandatory criteria established by ADEK, including:

- student safety and appropriate safeguarding alerts;
- cultural content filtering;
- academic integrity;
- evidence based teaching approaches;
- curriculum alignment;
- assessment capability;
- teacher oversight;
- student and class level analytics;
- administrator controls;
- data protection;
- appropriate guardrails; and
- the ability to support rather than replace student thinking.

ADEK requires AI learning tools submitted for approval to meet all mandatory criteria.

7.3 Teacher Oversight

Teachers remain responsible for all educational materials and activities they assign.

AI generated lesson plans, presentations, questions, assessments, feedback or differentiated materials must be professionally reviewed before being provided to students.

Teachers must check:

accuracy → curriculum alignment → age appropriateness → cultural appropriateness → level of challenge → accessibility → potential bias.

AI generated information must never be assumed to be correct simply because it has been produced confidently or fluently.

8. AI Supported Teaching and Intervention

UPS will use approved AI learning tools, where appropriate, to support the school's wider improvement priorities, particularly:

- identifying learning gaps;
- adapting instruction;
- differentiating tasks;
- supporting formative assessment;
- providing appropriate practice;
- monitoring student progress;
- identifying students requiring intervention; and



- evaluating whether interventions have improved learning.

Teachers using approved AI learning tools will review relevant student and class information regularly.

Where data identifies a common learning gap across a class, teachers will adapt Tier 1 classroom instruction.

Where individual students or small groups demonstrate specific gaps, teachers may provide targeted Tier 2 or Tier 3 support in coordination with the school's established intervention and inclusion procedures.

AI generated analytics are evidence to support this process, not a substitute for teacher assessment and professional judgement. This approach reflects ADEK's pedagogical requirements for AI learning tools.

9. Students with Additional Learning Needs

UPS will ensure that AI and technology contribute to equitable access to education.

Students with additional learning needs will receive appropriate accommodations, adaptations and assistive technologies where required.

AI supported learning tasks will be differentiated according to students' abilities and learning needs and, where relevant, aligned with their Documented Learning Plans.

The Head of Inclusion, Inclusion Team, teachers, AI Lead and IT staff will collaborate where technology or assistive technology forms part of a student's educational provision.

This approach is consistent with ADEK's requirement for equitable access, adaptive teaching and assistive technology.

10. Professional Development

10.1 Mandatory AY 2026/27 Training

UPS will ensure:

- All teachers complete Level 1, AI Foundations for Educators by 31 August 2026.
- Designated AI Leads complete Level 3, AI Mastery, Train the Trainer by 11 September 2026.
- These are explicit AY 2026/27 priority actions under ECO/2026/006.
- Completion records and certificates will be maintained as compliance evidence.

10.2 Continuing AI Development

AI related professional development will form part of the school's annual CPD programme.

Training will progressively address:

- human centered AI use;
- responsible and ethical AI;



- AI systems and applications;
- AI enabled pedagogy;
- effective prompting where relevant;
- curriculum integration;
- assessment and academic integrity;
- identification of inaccurate or biased AI outputs;
- differentiation using AI;
- AI for professional development;
- cybersecurity;
- digital safety;
- data protection; and
- student safeguarding.

The school's wider CPD arrangements will remain aligned with ADEK's requirement for teachers to complete at least 75 hours of planned CPD annually.

11. Student Responsible Use of AI

Students may use AI for educational purposes only when the activity and tool are authorized by the school or teacher.

Appropriate uses may include teacher authorized:

- brainstorming;
- guided research;
- explanation of concepts;
- language development;
- practice activities;
- feedback;
- coding support;
- data exploration;
- problem solving; and
- development or refinement of ideas.

Students must critically evaluate AI outputs and remain responsible for the work they submit.

Students must not use AI to:

- complete assessed work dishonestly;
- present AI generated work as entirely their own;
- bypass required thinking, calculation, reading or writing;
- generate or distribute harmful or inappropriate material;
- impersonate another person;
- bully, threaten or harass others;
- create misleading manipulated media;
- disclose confidential or personal information;
- circumvent school security controls; or



- access tools that have not been authorized for their use.

Teachers will explicitly communicate the permitted level of AI assistance for relevant assignments.

12. Academic Integrity

AI must strengthen learning rather than undermine the validity of assessment.

Where an assessment is intended to demonstrate independent student knowledge or skill, teachers may prohibit or restrict AI use.

Where AI use is permitted, students may be required to acknowledge or explain how it contributed to their work.

Teachers may require students to demonstrate their learning through drafts, oral questioning, supervised work, process evidence, reflection or other appropriate means where the authenticity of submitted work is uncertain.

The final judgement concerning academic integrity remains a human professional decision.

ADEK specifically requires AI and technology use to preserve the validity, reliability and fairness of assessment.

13. Mobile Phones and SIM Enabled Devices

Personal mobile phones **shall not be used by students on school premises during the school day**, except where a teacher explicitly and exceptionally authorizes use for a specific learning purpose.

Other SIM enabled devices, including smart watches, must have communication functions disabled during the school day.

Tablets, laptops and other devices required for learning may be used only for authorized educational purposes and should be actively monitored by staff to minimize distraction.

This requirement applies across UPS from the start of AY 2026/27 and reflects ADEK section 4.2.

14. Social Media

UPS will not authorize students to access or use social media during the school day or through school activities except where specifically permitted under applicable ADEK and UAE requirements.

Parents will be informed of their responsibility for monitoring children's digital behaviour outside school and the legal requirements concerning children's access to social media.

UPS will communicate the mobile phone and social media requirements to parents by 31 August 2026, including ADEK's instruction to remind parents of their legal responsibility not to authorize children under 16 to use social media.



15. VPN Usage

Students and staff are not authorized to use Virtual Private Networks on devices connected to school premises or school networks for the purpose of circumventing school security, filtering, monitoring or access restrictions.

ADEK's draft policy states that schools shall not authorize VPN use on devices on school premises and networks.

16. Digital Safeguarding and Student Wellbeing

Technology use must never compromise student protection.

The school will establish procedures for identifying and escalating digital incidents involving:

- cyberbullying;
- harmful communication;
- inappropriate content;
- abuse disclosures;
- serious distress;
- safeguarding concerns;
- unauthorized access;
- misuse of student information; and
- other serious breaches of responsible use.

Where an AI interaction identifies a potential student protection concern, staff will follow the school's safeguarding and student protection procedures immediately.

Digital incidents will be documented, investigated, responded to and reported where required. Parents will be informed where appropriate and in accordance with applicable school and ADEK procedures.

17. Data Protection and Privacy

UPS will collect, process, store, share, retain and dispose of personal information securely and in accordance with applicable ADEK requirements and UAE legislation.

The school will maintain appropriate arrangements covering:

- data classification;
- access authorization;
- parental consent;
- data sharing;
- retention;
- secure backup;
- recovery;



- deletion and disposal;
- third party processing; and
- incident response.

Separate explicit parental consent will be obtained where required for AI learning tools that collect, process or store student personal data.

Parents will be informed of the purpose for which the information is collected and how it is used, stored and shared.

Students whose parents opt out of an AI learning tool requiring such consent will be provided appropriate alternative learning arrangements.

Student personal data must not be used by approved tools for unauthorized commercial purposes, profiling, unauthorized third party sharing or AI model training. ADEK additionally requires such data to be deleted or anonymized within 90 days of a student leaving the school, with provider confirmation available upon request.

18. Cybersecurity and Digital Infrastructure

UPS will maintain digital infrastructure capable of supporting secure and reliable teaching, learning and school operations.

The school's IT arrangements will progressively address the technical requirements identified by ADEK, including:

- secure user accounts and access controls;
- appropriate multifactor authentication for critical services;
- role based permissions;
- secure networks;
- firewalls and web filtering;
- endpoint protection;
- antivirus and malware protection;
- regular software and security updates;
- encryption where appropriate;
- secure backup and recovery;
- cybersecurity monitoring and logging;
- protection of physical network infrastructure;
- secure cloud services;
- secure collaboration platforms;
- safe external learning applications;
- appropriate identity and sign on arrangements;
- third party security reviews;
- disaster recovery; and
- business continuity.

The school will maintain procedures for responding to cybersecurity incidents and periodically test its preparedness. These controls reflect the technical requirements contained in Appendix D of the ADEK draft policy.



19. Digital Communication and Media

Official school communication with students and parents must take place through school approved channels.

Staff must not use personal email accounts or personal social media accounts to communicate inappropriately with current students, former students below the age of 18 or parents.

Staff must not publish confidential school information through personal accounts.

Official school social media accounts will be controlled by authorized staff.

Parental consent must be obtained before identifiable photographs, recordings or other digital media involving students are published where consent is required.

UPS will monitor official and, where appropriate and lawful, reported unofficial school related communication channels for safeguarding and reputational concerns. These requirements reflect ADEK sections 5.4 and 5.5.

20. Technology Vendors and External Providers

Technology providers will be evaluated before procurement or deployment.

The IT Department and relevant school leadership will consider:

- ADEK requirements;
- educational value;
- cybersecurity;
- privacy;
- student safeguarding;
- data processing arrangements;
- curriculum compatibility;
- accessibility;
- technical support;
- contractual arrangements; and
- long term suitability.

All learning tools intended for students remain subject to ADEK approval requirements regardless of internal UPS approval.

21. Roles and Responsibilities

Role	Key Responsibilities
Governing Board	Provide strategic oversight, ensure adequate resources and review implementation through school governance processes.
Principal	Hold overall accountability for policy implementation, compliance and student safety.



Academic Leadership Team	Oversee curriculum integration, teaching quality, assessment and monitoring of educational impact.
Designated AI Lead	Coordinate the AI Implementation Plan, ADEK AI framework, staff development, curriculum mapping, approved tool implementation and evidence of compliance.
IT Department	Maintain infrastructure, cybersecurity, access controls, approved systems, technical records, data security and incident response.
Heads of Department / Subject Leaders	Integrate appropriate AI literacy into curriculum planning and monitor implementation within subjects.
Assessment / Data Team	Support monitoring of AI learning outcomes and evaluate relevant attainment and progress evidence.
Head of Inclusion	Ensure accessibility, appropriate adaptation and assistive technology for students with additional learning needs.
Teachers and TAs	Implement curriculum requirements, supervise student AI use, review AI generated content and maintain academic integrity.
Students	Use technology safely, ethically, responsibly and only for authorized purposes.
Parents	Support responsible digital behaviour outside school, comply with applicable social media requirements and communicate concerns to the school.

22. Monitoring and Quality Assurance

Implementation will be monitored through the school's existing quality assurance and School Development Plan processes.

Evidence may include:

- AI Literacy Implementation Plan;
- curriculum maps;
- lesson plans and schemes of work;
- student work;
- AI literacy assessment evidence;
- approved AI tool register;
- ADEK approval documentation;
- staff training records;
- student training records;
- classroom observations;
- student and teacher surveys;
- AI learning analytics where applicable;
- cybersecurity records;



- digital incident logs;
- parental communication;
- consent records; and
- internal review reports.

The School Leadership Team will review implementation at least termly during AY 2026/27 and use findings to inform the school's SDP, SSE, CPD planning and preparation for full implementation.

23. AY 2026/27 Priority Implementation Plan

The following actions are mandatory priority actions specifically identified by ADEK for AY 2026/27.

UPS Priority Action	Responsibility	Deadline	Evidence
All teachers complete Level 1 AI Foundations for Educators	Principal / AI Lead	31 Aug 2026	Completion records and certificates
Complete and submit AI Literacy Implementation Plan Form	AI Lead / Academic Leadership	31 Aug 2026	Submitted ADEK form
Communicate mobile phone and social media requirements to parents	Principal / Student Affairs	31 Aug 2026	Parent circular and acknowledgement
Designated AI Leads complete Level 3 AI Mastery, Train the Trainer	AI Lead	11 Sep 2026	Certification
Review existing AI learning tools and seek ADEK approval, or identify an appropriate tool and work toward approval	AI Lead / IT / Academic Leadership	28 Sep 2026	Vetting documentation and ADEK submission or approval
Begin K to 12 AI Literacy Framework implementation	Academic Leadership / AI Lead / Subject Leaders	28 Sep 2026	Curriculum maps, plans and student evidence

This implementation table will form part of the school's AY 2026/27 compliance evidence and may be incorporated into the UPS School Development Plan.

24. Expected Outcomes



By implementing this policy, Universal Private School expects to achieve:

1. improved AI and digital literacy across KG to Grade 12;
2. stronger teacher competence in AI enabled pedagogy;
3. purposeful use of AI to identify and address learning gaps;
4. improved student attainment and progress where AI learning tools are used;
5. stronger student critical thinking and responsible AI use;
6. greater awareness of academic integrity and digital citizenship;
7. equitable access to appropriate digital and assistive technologies;
8. strengthened cybersecurity and data protection;
9. safer digital behaviour across the school community; and
10. progressive readiness for full ADEK AI and Technology Policy compliance by AY 2027/28.

These outcomes directly support ADEK's four stated expected outcomes of improved student AI and digital literacy, strengthened AI enabled pedagogy, improved learning outcomes through AI learning tools and enhanced responsible use of AI and technology.

25. Related UPS Policies and Documents

This policy should be read alongside the school's:

- School Development Plan;
- Teaching and Learning Policy;
- Assessment Policy;
- Inclusion Policy;
- Student Behaviour Policy;
- Student Protection and Safeguarding Policy;
- Data Protection and Records procedures;
- Acceptable or Responsible Use procedures;
- Curriculum plans;
- Parent School Agreement;
- Staff Code of Conduct; and
- relevant Health and Safety procedures.

26. Regulatory References

This policy has been developed primarily from:

- ADEK Draft AI and Technology Policy, July 2026.
- ADEK ECO/2026/006, Priority Policies for Academic Year 2026/27, dated 3 July 2026.
- ADEK School Inclusion Policy, Version 1.3, December 2025, where requirements concern equitable access and students with additional learning needs.
- ADEK School Quality Assurance Policy, including requirements concerning CPD and school improvement.

The ADEK AI and Technology Policy supplied to UPS is currently marked **Draft** and states that schools are expected to achieve full compliance by AY 2027/28. Accordingly, this UPS



policy will be reviewed when ADEK publishes the final version and amended where necessary.

Policy	Universal Private School AI and Technology Policy
Academic Year	2026/27
Policy Owner	Universal Private School
Implementation Lead	Ghaith Shawqi
Approved by	Board of Trustees
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Next Review	End of AY 2026/27, or following publication of the final ADEK AI and Technology Policy
Version	1.0