

AI Guidelines for Bina Bangsa School (K–12)

The purpose of these AI Guidelines is to ensure that the use of Artificial Intelligence (AI) in Bina Bangsa School supports ethical learning, innovation, digital safety, and academic integrity across all grade levels. As AI becomes a part of everyday life and the future workplace, our students and educators must learn how to use it responsibly and effectively.

These guidelines aim to:

- Promote a safe and responsible culture of AI use among students, teachers, and staff.
- Protect student privacy and school data from misuse or exposure through AI platforms.
- Encourage critical thinking and ethical reflection when using AI tools for learning.
- Support teachers in integrating AI meaningfully in teaching while upholding professionalism and school values.
- Prevent misuse of AI such as cheating, plagiarism, deepfakes, and sharing sensitive information.
- Establish consistent expectations for what is acceptable and unacceptable AI use in the school community.

Bina Bangsa School is committed to preparing our learners to be future-ready, digitally responsible, and ethically grounded—AI is part of that journey.

1. Vision & Philosophy

At Bina Bangsa School, we believe that education is not just about keeping up with change—it's about helping students lead it. As artificial intelligence becomes part of daily life and work, it is essential that our students grow not only as users of AI, but as thoughtful, ethical, and creative contributors to an AI-driven world.

We view AI as a tool to amplify human intelligence—not to replace it. It can spark curiosity, deepen inquiry, personalize learning pathways, and empower both students and teachers to do more, think bigger, and create with greater impact. When used wisely, AI can support inclusive education, reduce barriers, and unlock opportunities for diverse learners.

However, with great potential comes great responsibility. AI tools must be used with critical thinking, respect for privacy, academic honesty, and an understanding of their limitations and biases. Students must learn not only *how* to use AI, but *when* and *why*—and when *not* to use it.

Our approach to AI is grounded in our core values of integrity, innovation, and excellence. We believe that every student should be equipped with the digital wisdom and ethical compass to navigate a future shaped by AI—both as learners today and as leaders tomorrow.

2. General Principles

- **AI is a tool, not a replacement.** AI can assist, but it must not replace critical thinking, original work, or personal engagement.
- **Transparency is key.** Users must declare when and how AI has been used in any assignment or schoolwork.
- **Equity matters.** Access to AI tools should be fair and supported across all campuses and grade levels.
- **AI literacy is essential.** All students and staff should receive ongoing education on AI use, benefits, limitations, and ethical considerations.

3. Guidelines for Students

At Bina Bangsa School, we believe AI can be a powerful tool to help you learn, create, and explore new ideas. Just like using the internet or a calculator, using AI comes with responsibility. These guidelines will help you understand how to use AI wisely, respectfully, and ethically—both in and out of the classroom.

Whether you're writing an essay, coding an app, designing a project, or just asking questions, remember: you are still the thinker, the creator, and the learner. AI should help you learn—not do the learning for you.

Acceptable Use of AI for Students

Students **may use AI tools** if permitted by their teacher and used responsibly, ethically, and transparently. Examples include:

- **Learning & Productivity**
 - Using AI to summarize a long article or reading passage for better understanding
 - Asking AI to help generate quiz questions for review or self-testing
 - Using a translation tool to understand unfamiliar vocabulary (with teacher guidance)
 - Using AI for organizing research or outlining ideas for an essay or project
- **Creativity & Expression**
 - Using AI image generators for visual storytelling or digital art (Citing or mentioning AI tools if they helped in your assignments (e.g., *"This image was generated using DALL·E."*))
 - Creating AI-assisted music or audio as part of a multimedia project
 - Exploring AI-generated poetry or writing prompts to inspire original work
 - Collaborating with AI in game design or app development using platforms like Swift, Scratch, or Python
- **Writing & Editing**
 - Using grammar or writing enhancement tools (e.g. Grammarly or Quillbot) for draft improvement
 - Brainstorming ideas or exploring alternative ways to phrase a sentence or paragraph
 - Checking spelling, tone, or readability to revise and refine writing
 - Receiving feedback on a draft (not generating the entire essay)
- **Coding & Problem Solving**
 - Getting help debugging code or understanding how a piece of code works
 - Using AI to suggest improvements or functions in app or web development (as long as you understand it)
 - Exploring how machine learning models work through age-appropriate platforms (e.g. Teachable Machine, Scratch ML extensions)

In all cases, students must be honest about how they used AI, and give credit where required.

Unacceptable Use of AI for Students

Students **must not** use AI in ways that are dishonest, unsafe, or go against school values.

This includes:

- **Academic Dishonesty**
 - Copying and pasting an AI-generated essay, paragraph, or code and submitting it as your own
 - Using AI to complete homework, worksheets, or assessments without teacher permission
 - Having AI do all the thinking or problem-solving for you, without understanding the content
 - Using AI to look for or share test answers or exam questions
- **Inappropriate or Harmful Content**
 - Using AI to generate violent, sexual, hateful, or discriminatory content
 - Creating fake or misleading images, videos, or audio clips (deepfakes, fake news)
 - Using AI to impersonate a teacher, classmate, or public figure
 - Asking AI to help write bullying or threatening messages
- **Privacy and Data Risks**
 - Entering your full name, ID number, or personal details into any AI tools without teacher supervision
 - Uploading photos of yourself, your classmates, teachers, or school events into AI platforms
 - Sharing school-related documents, exam materials, or class recordings in AI tools
- **Disruption and Misuse**
 - Using AI tools during class without permission
 - Submitting AI work with fake citations or sources
 - Using voice assistants or chatbots to bypass rules or monitoring tools

Misuse of AI may result in disciplinary action and be treated the same as plagiarism or cheating.

4. Guidelines for Teachers

Teachers are encouraged to explore AI in ways that enhance learning, save time, and support innovation—while protecting student safety and maintaining professional standards.

- **Planning & Productivity**
 - Generating lesson plan drafts or ideas aligned with curriculum objectives
 - Using AI to brainstorm differentiated activities, bell ringers, or exit tickets
 - Drafting rubrics, quiz questions, or feedback templates (with review/editing)
 - Using AI to summarize articles, research papers, or long texts for prep
- **Teaching & Assessment**
 - Creating prompts for student writing, coding, or discussions using AI assistance
 - Modeling AI use to demonstrate summarizing, rephrasing, or analyzing information
 - Helping students reflect on how AI can be used ethically and creatively
 - Offering AI as a tool for extension/enrichment (e.g., extra challenges or support for early finishers)
 - Using AI in coding or app development classes (e.g., Swift, Python) to build student prototypes or solve real-world problems
- **Communication & Reporting**
 - Drafting non-sensitive email replies or announcements using AI assistance
 - Using AI to generate summary bullet points for lesson reflections or staff collaboration
 - Translating simple, non-confidential content to support multilingual communication
- **Professional Learning**
 - Exploring AI-generated insights on classroom strategies, education trends, or teaching techniques
 - Using AI to support planning for teacher PD or community events

Teachers must always critically review and edit AI-generated content before using it.

Unacceptable Use of AI for Teachers

AI must never be used in ways that compromise student safety, privacy, academic integrity, or school trust.

- **Breach of Student Privacy or Data Security**
 - Uploading student names, photos, ID numbers, or report card details into AI platforms
 - Using AI platforms to generate content based on confidential student performance data
 - Uploading scanned student work, videos, voice recordings, or identifiable writing into generative AI tools
 - Entering personal or sensitive parent communication into AI tools
- **Sharing Confidential or Internal Documents**
 - Uploading exam papers, rubrics, school curriculum documents, staff handbooks, or internal memos into AI tools
 - Using AI to analyze or edit documents containing staff evaluations, behavioral records, or private school information
 - Sharing any copyrighted school materials in third-party AI tools not approved by the school
- **Misleading or Overreliant Use**
 - Generating lesson plans or content without verifying accuracy or alignment with school curriculum
 - Using AI to write student report card comments without real observation and personalized feedback
 - Letting AI generate emails, messages, or feedback that sound generic, unprofessional, or inaccurate
 - Allowing students to use AI tools in assessments or exams where it violates academic honesty policies
- **Ethical and Legal Misconduct**
 - Using AI to impersonate others, modify real student work, or misrepresent results
 - Creating inappropriate or biased content using AI tools (e.g., jokes, language, stereotypes)
 - Using AI tools that do not meet privacy standards or store data in insecure environments

Violating these guidelines may lead to disciplinary action and damage trust with students, parents, and the school community.

5. AI Tool Approval Process

- Campuses, together with their Teachers or departments must propose AI apps or website for use in class.
- Tools must be reviewed by EdTech and leadership teams for:
 - **Privacy and security**
 - **Educational value**
 - **Age appropriateness**
- Approved tools will be added to the **Whitelisted Apps and Websites** list in our Mobile Device Management (MDM) system

6. Review and Updates

This guideline will be reviewed **annually** based on:

- New technologies
- Feedback from stakeholders
- Evolving local and international regulations