Maria International School of Bucharest

Resilience Respect Compassion Integrity Responsibility

# Artificial Intelligence (AI)

# Policy for MISB

## Our Mission

We provide a learning experience and environment at Maria International that fosters creativity and excellence, whilst providing supportive, stimulating and relevant lessons and resources within the context of the British style international curriculum.

Our school will be a caring place where adults and children are valued equally. Our aim is to create an environment where children and the whole school community will be inspired to be resilient, respectful, compassionate and act with integrity.

Our children will learn to respect themselves and others in an atmosphere of high expectations where they are nurtured and dare to make mistakes.

We will strive to create opportunities for students to have a well-rounded school and learning experience, where they can develop critical thinking skills and work in collaboration with others.

## Our Values

**Resilience** - We will handle adversity and problems with a mentality that enables us to keep going and do better.

**Respect** - We treat others with dignity, empathy and equality through our words and actions.

**Compassion** - We are kind, and caring and will help everyone to be the best they can be.

**Integrity** - We are open, honest and act with good morals and ethics in all situations.

**Responsibility** - We ensure our own work, learning and duties are completed in a timely manner and to a high standard.

## Introduction

MISB is committed to the responsible use of Artificial Intelligence (AI) in education, ensuring that AI technologies enhance teaching, learning, and administrative processes while upholding ethical standards and data protection laws. This policy establishes guidelines for AI integration in our school and mandates staff training to ensure responsible and effective use.

## Compliance with EU Regulations

MISB adheres to all relevant EU laws and regulations regarding AI, data protection, and digital safety, including but not limited to:

- The General Data Protection Regulation (GDPR)
- The EU AI Act (where applicable)
- Local and national education policies on digital learning and AI governance

All AI-related practices within MISB must align with these legal frameworks to protect student and staff privacy, ensure fairness, and promote transparency.

## AI Training for Teaching Staff

To equip staff with the necessary skills and knowledge for ethical AI usage, all teaching staff are required to complete AI training through National College, MISB's designated professional development platform. This training will cover:

- Understanding AI applications in education
- Ethical considerations and biases in AI
- Safeguarding and data protection with AI tools
- Practical AI tools for teaching and learning

Completion of this training is mandatory within the first term of employment for new staff and as an annual refresher for existing staff.

## AI Use in Teaching and Learning

Teachers may integrate AI tools into the curriculum to support personalized learning, assessment, and administrative efficiency, provided that:

- AI tools are approved by MISB's leadership team
- AI is used to complement, not replace, human instruction
- Ethical considerations, such as bias and fairness, are addressed
- Student data protection measures are strictly followed

## AI Use in Administrative Processes

MISB supports the use of AI for streamlining administrative tasks, including but not limited to:

- Scheduling and resource allocation
- Automated grading and feedback systems
- Communication and documentation management

All AI-driven processes must maintain human oversight to ensure accuracy, fairness, and compliance with data protection laws.

## Monitoring and Review

This policy will be reviewed annually by the MISB leadership team to align with evolving AI regulations, technological advancements, and educational best practices. Any necessary updates will be communicated to staff, and further training will be provided as needed.

## Enforcement and Accountability

Failure to comply with this policy, including non-completion of AI training, may result in administrative action. Staff members are encouraged to report any concerns related to AI usage to MISB's headteacher.

## Conclusion

MISB recognizes the potential of AI to enhance education while emphasizing responsible implementation. Through mandatory training, adherence to EU regulations, and ongoing monitoring, we ensure that AI serves as a positive and ethical tool in our school environment.

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This policy takes effect immediately and applies to all teaching staff at MISB.

## Review and Evaluation

This policy is to be renewed, evaluated and appropriately updated annually by the Maria International leadership team and Head Teacher.

**Date of next review**: 15/08/2025

**Prepared/Updated by**: Yara Barsoum **Date**: 21/03/2025

**Approved by**: Nicholette Vicol **Date**: 21/03/2025

This policy is to be reviewed **annually** and updated as and when relevant changes occur.