

## Artificial Intelligence (AI) Use Policy for Staff

### Purpose:

This policy outlines the principles and guidelines for the ethical, transparent, and effective use of Artificial Intelligence (AI) technologies by staff at King's College International School, Bangkok. The aim is to enhance educational and administrative practices while safeguarding personal data, academic integrity, and the reputation of the school.

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### Policy Scope:

This policy applies to all staff using AI technologies in any capacity related to their professional roles, including teaching, assessment, communication, and administration. It aligns with the school's broader Acceptable Use, Data Protection, and Safeguarding policies, and considers compliance with Thailand's Personal Data Protection Act (PDPA).

### Policy Statement:

#### Ethical Use of AI

- Staff must use AI technologies responsibly, transparently, and ethically to enhance teaching and learning.
- AI-generated content should be clearly identified and acknowledged. Staff should not intentionally claim AI work as their own.

#### Data Protection and Confidentiality

- Staff must comply with the **Thailand PDPA** and refrain from entering sensitive data into AI tools without explicit consent.
- Prohibited data includes:
  - Identifiable personal information about students, staff, or families.
  - Confidential school data, including financial records, academic materials, or intellectual property.

#### Prohibited Uses of AI

Staff are not permitted to:

- Solely use AI tools for decision-making that could significantly affect students or staff (e.g., disciplinary actions, academic assessments).
- Use AI to resolve sensitive matters, such as wellbeing concerns or medical issues.

#### Training and Guidance

- The school will provide regular training on compliant and ethical AI use, including updates on relevant regulations.
- Staff uncertain about AI use must consult their line managers.

#### Monitoring and Review

- The policy will be reviewed annually or as necessary to account for technological advancements and legal changes.

**Consequences of Non-Compliance**

- Breaches of this policy may result in disciplinary action, including dismissal in severe cases.
- Violations involving data privacy or confidentiality may be reported to external authorities, including Thailand's Office of Personal Data Protection Commission (PDPC).