



DIGITAL LEARNING & AI POLICY	Prepared By	HR – Admin
	Issued By	HR Department
Page 1 of 2		

A13 DIGITAL LEARNING AND ARTIFICIAL INTELLIGENCE (AI) POLICY

Edison Group of Schools

Applies To

- Edison International Academy Aspire
- Edison International Academy Al Markhiya
- Edison Global Academy Lusail
- Edison Global Academy Rawdat Al Hamama

1. INTRODUCTION

Technology continues to transform education, communication and the way individuals interact with information. Today's students are growing up in a digital world where technology influences almost every aspect of life, including learning, employment, social interaction and problem-solving.

The Edison Group recognises that preparing students for the future requires more than simply providing access to technology. Students must develop the knowledge, skills, understanding and ethical awareness necessary to use technology effectively, responsibly and safely.

Digital learning provides opportunities to personalise learning, increase engagement, encourage collaboration and improve access to information. Emerging technologies, including Artificial Intelligence (AI), are creating new possibilities for teaching and learning while also presenting new challenges relating to ethics, privacy, academic integrity and digital citizenship.





The Edison Group is committed to creating learning environments where technology enhances educational experiences while maintaining a strong focus on student wellbeing, academic integrity and responsible use.

Technology should never replace effective teaching. Rather, it should support high-quality learning, strengthen communication and prepare students to become confident and responsible participants in a rapidly changing world.

2. PURPOSE OF THE POLICY

The purpose of this policy is to establish a clear framework for the use of digital technologies and Artificial Intelligence across all Edison Group schools.

The policy seeks to:

- Promote effective digital learning
- Support innovation in teaching and learning
- Develop digital literacy skills
- Promote responsible and ethical technology use
- Ensure safe use of digital resources
- Support the appropriate use of Artificial Intelligence
- Protect student wellbeing and privacy
- Ensure compliance with legal and regulatory requirements
- Establish consistent expectations across all campuses

This policy applies to students, staff, parents, contractors and visitors who use Edison Group digital systems and resources.

3. DIGITAL LEARNING PHILOSOPHY

The Edison Group believes that technology should be used purposefully to improve learning outcomes and support educational excellence.

Digital learning should:

- Enhance learning experiences





- Promote collaboration
- Support creativity and innovation
- Provide access to information and resources
- Develop future-ready skills
- Encourage independent learning
- Strengthen communication between home and school

Technology should be integrated into teaching and learning in ways that add value and support curriculum objectives.

The focus should always remain on learning rather than the technology itself.

Students should develop the ability to use technology critically, responsibly and effectively while understanding both its opportunities and limitations.

4. DIGITAL LEARNING VISION

The Edison Group aims to develop students who are:

Digitally Literate

Students who can access, evaluate and use information effectively.

Responsible Digital Citizens

Students who behave safely, ethically and respectfully online.

Innovative Thinkers

Students who use technology creatively to solve problems and generate ideas.

Effective Communicators

Students who communicate appropriately using a variety of digital platforms.

Future-Ready Learners

Students who are prepared for future educational and career opportunities.





This vision supports the Edison Group commitment to preparing students for lifelong learning and global citizenship.

5. DIGITAL LITERACY

Digital literacy extends beyond the ability to operate devices and software. It involves understanding how technology can be used effectively, responsibly and critically.

Students should develop skills in:

- Research and information gathering
- Evaluating online information
- Digital communication
- Content creation
- Online collaboration
- Data interpretation
- Cyber safety
- Digital ethics

Digital literacy should be embedded across the curriculum rather than confined to technology-related subjects.

Teachers should provide opportunities for students to apply digital skills within authentic learning contexts.

6. DIGITAL CITIZENSHIP

Students must learn how to participate responsibly in digital environments.

Digital citizenship involves understanding the rights, responsibilities and expectations associated with technology use.

- Students should learn how to:
- Communicate respectfully online
- Protect personal information
- Respect intellectual property





- Recognise misinformation
- Report inappropriate behaviour
- Maintain positive digital footprints
- Use social media responsibly

Digital citizenship education should be integrated into the curriculum and reinforced through daily school practices.

7. ARTIFICIAL INTELLIGENCE IN EDUCATION

Artificial Intelligence is becoming increasingly common within education and has the potential to transform teaching and learning.

The Edison Group recognises the educational opportunities presented by AI while also acknowledging the need for clear guidance and responsible use.

Students and staff should understand that AI is a tool that can support learning but should never replace critical thinking, creativity or professional judgement.

The use of AI should always align with educational objectives and ethical standards.

Appropriate Uses of AI

Examples of appropriate AI use may include:

- Brainstorming ideas.
- Generating practice questions.
- Supporting revision.
- Exploring concepts.
- Personalised learning activities.
- Language development.
- Administrative support for staff.





AI should be used to support learning and productivity rather than replace genuine engagement with learning.

Inappropriate Uses of AI

Examples of inappropriate use include:

Submitting AI-generated work as original work.

Using AI to complete assessments without permission.

Using AI to bypass learning processes.

Generating misleading or harmful content.

Violating privacy or confidentiality requirements.

Using AI in ways that compromise academic integrity.

The school reserves the right to investigate concerns regarding inappropriate AI use.

8. DIGITAL SAFEGUARDING

Digital safeguarding forms an essential component of student wellbeing and protection.

Students increasingly interact with technology both within and beyond school environments. Schools therefore have a responsibility to educate students regarding online risks and safe online behaviour.

Digital safeguarding education should address:

- Cyberbullying
- Online exploitation
- Inappropriate content
- Privacy and security
- Social media use





- Digital wellbeing
- Online relationships
- Digital footprints

Students should understand how to seek help and report concerns when necessary.

Digital safeguarding should be closely aligned with the Edison Group Safeguarding Policy and Online Safety Policy.

9. CYBERSECURITY AND DATA PROTECTION

The Edison Group recognises that the effective use of technology requires robust systems to protect students, staff, school information and digital infrastructure. As schools increasingly rely on cloud-based platforms, online learning environments and digital communication systems, cybersecurity and data protection have become critical responsibilities.

The Edison Group is committed to maintaining secure digital environments that support teaching and learning while protecting personal information and ensuring compliance with legal and regulatory requirements.

All users of Edison Group technology systems have a responsibility to contribute to maintaining a safe and secure digital environment.

Cybersecurity should not be viewed solely as an information technology issue. It is a shared responsibility that requires awareness, vigilance and responsible behaviour from students, staff and parents.

Data Protection Principles

The Edison Group shall ensure that personal information is:

- Collected lawfully and transparently
- Used only for legitimate educational purposes
- Stored securely
- Protected from unauthorised access.





- Retained only for appropriate periods.
- Disposed of securely when no longer required.

Personal information may include:

- Student records.
- Assessment data.
- Medical information.
- Safeguarding records.
- Employee records.
- Parent information.
- Photographs and videos.
- Behaviour records.

All handling of personal information shall comply with applicable Qatar legislation, including:

Qatar Personal Data Privacy Protection Law No. 13 of 2016

as well as Edison Group Data Protection and Information Management Policies.

Cybersecurity Expectations

To protect digital systems and information, users should:

- Use secure passwords
- Protect login credentials
- Log out of devices when not in use
- Avoid sharing passwords
- Report suspicious activity
- Use approved software and applications
- Follow school cybersecurity procedure.





Staff should exercise particular care when accessing confidential information or using digital systems that contain sensitive student or employee data.

Cybersecurity awareness training shall be provided regularly to staff and, where appropriate, students.

Data Breach Procedures

A data breach refers to any incident involving unauthorised access, disclosure, loss, alteration or destruction of information.

Examples may include:

- Lost devices.
- Hacked accounts.
- Unauthorised access to records.
- Accidental sharing of confidential information.
- Phishing attacks.

Any suspected data breach must be reported immediately to school leadership and the designated Information Management Lead.

Schools should investigate incidents promptly and implement corrective actions to minimise risk and prevent recurrence.

Serious incidents may require notification to relevant authorities in accordance with legal requirements.

10. ACCEPTABLE USE OF TECHNOLOGY

Technology resources provided by the Edison Group are intended to support learning, teaching, communication and school operations.

Students and staff are expected to use technology responsibly, ethically and in ways that support the school's educational mission.





The use of technology is a privilege rather than a right and may be restricted if users fail to comply with expectations.

Technology should be used in ways that:

Support learning and productivity.

Promote respectful communication.

Protect privacy and confidentiality.

Demonstrate responsible digital citizenship.

Maintain the integrity of school systems.

Users should avoid activities that may compromise safety, security or the learning environment.

Unacceptable Uses

- Examples of unacceptable use may include:
- Accessing inappropriate content
- Cyberbullying or harassment
- Sharing confidential information
- Attempting to bypass security measures
- Using another person's account
- Downloading unauthorised software
- Disrupting network operations
- Creating or distributing offensive material
- Using technology in ways that violate school policies

The Edison Group reserves the right to investigate concerns relating to technology use and implement appropriate consequences where necessary.





11. STUDENT RESPONSIBILITIES

Students play an important role in maintaining safe, respectful and productive digital learning environments.

Students are expected to use technology responsibly both within and beyond the school environment.

Students should:

- Use school technology for educational purposes
- Follow school technology guidelines
- Protect passwords and login information
- Treat equipment responsibly
- Respect the privacy of others
- Communicate respectfully online
- Report concerns promptly
- Use AI responsibly

Students should understand that their digital behaviour reflects their character and contributes to their digital reputation.

The development of responsible digital habits is an important aspect of preparing students for future success.

Student Device Expectations

Where devices are provided by the school or authorised for educational use, students should:

- Handle devices carefully
- Store devices securely
- Use devices appropriately during lessons
- Follow teacher instructions regarding technology use
- Avoid unauthorised recording or photography





- Protect devices from damage or misuse

Students may be held responsible for deliberate damage or misuse of school technology resources.

12. STAFF RESPONSIBILITIES

Staff members have a professional responsibility to model responsible technology use and ensure that technology supports effective teaching and learning.

Staff are expected to:

- Use technology professionally
- Protect confidential information
- Promote digital citizenship
- Support online safety education
- Monitor student technology use appropriately
- Maintain professional boundaries online
- Use approved platforms and systems
- Comply with data protection requirements

Staff should remain informed regarding emerging technologies and participate in relevant professional development opportunities.

The use of technology should always support student learning, wellbeing and educational outcomes.

Professional Communication

Staff should ensure that digital communication with students and parents remains professional, appropriate and conducted through approved school channels.

Communication should:

- Be respectful
- Be transparent
- Be educationally appropriate
- Protect privacy





- Maintain professional boundaries

Personal social media platforms should not be used for inappropriate communication with students.

13. PARENT RESPONSIBILITIES

Parents are important partners in promoting responsible technology use and digital wellbeing.

The Edison Group encourages parents to:

- Monitor technology use at home
- Discuss online safety with their children
- Promote balanced use of technology
- Support school expectations
- Report concerns when necessary
- Encourage responsible use of Artificial Intelligence
- Parents should work collaboratively with schools to help students develop positive digital habits and safe online behaviours.

Schools may provide workshops, guidance materials and awareness sessions to support families in navigating emerging technologies.

14. AI GOVERNANCE AND OVERSIGHT

The Edison Group recognises that Artificial Intelligence will continue to evolve rapidly and influence educational practice.

To ensure responsible implementation, AI use should be subject to appropriate governance and oversight.

The Edison Group shall establish clear procedures regarding:

- Approved AI tools
- Educational use of AI
- Data privacy considerations
- Academic integrity





- Staff training
- Student guidance
- Risk management

AI should be implemented in ways that support learning, innovation and operational efficiency while maintaining ethical standards and safeguarding requirements.

Edison Group AI Oversight Structure

Senior Leadership Team



Campus Principals



HOD's



ICT & IT Leads



Teachers and Students

This structure ensures that AI implementation remains aligned with educational priorities, legal requirements and accreditation expectations.

15. PROFESSIONAL DEVELOPMENT

Technology evolves rapidly and requires continuous learning.

The Edison Group is committed to providing ongoing professional development that enables staff to use technology confidently and effectively.





Professional development may focus on:

- Digital learning strategies
- Educational technology tools
- Artificial Intelligence
- Cybersecurity awareness
- Digital safeguarding
- Online assessment
- Data protection
- Innovation in teaching and learning

Professional development should focus not only on technical skills but also on the effective integration of technology into teaching and learning.

16. MONITORING, COMPLIANCE AND QUALITY ASSURANCE

The implementation of this policy shall be monitored regularly to ensure effectiveness and compliance.

Monitoring activities may include:

- Technology audits
- Cybersecurity reviews
- Digital learning observations
- Student surveys
- Parent feedback
- Staff feedback
- AI usage reviews
- Data protection audits

Findings should inform future planning, resource allocation and professional development.

Schools should regularly evaluate the impact of technology on teaching, learning and wellbeing.

17. BREACHES OF POLICY





Failure to comply with this policy may result in appropriate corrective or disciplinary action.

Responses should be proportionate to the nature and seriousness of the breach.

Examples of breaches may include:

- Misuse of technology
- Cyberbullying
- Data protection violations
- Unauthorised AI use
- Academic integrity violations involving technology
- Security breaches

Where appropriate, schools should adopt an educational and restorative approach that helps students learn from mistakes and develop responsible digital behaviours.

Serious breaches may require formal disciplinary procedures and, in some circumstances, referral to external authorities.

18. POLICY REVIEW

This policy shall be reviewed annually by the Senior Leadership Team in consultation with:

- Principals
- Digital Learning Leads
- IT Managers
- Safeguarding Leads
- Accreditation Leaders
- Head of Departments

The review shall consider:

- MOEHE requirements.
- NEASC standards.





- Technological developments.
- Emerging AI technologies.
- Cybersecurity risks.
- Stakeholder feedback.
- Educational research and best practice.

Any amendments shall be approved by the

19. CONCLUSION

Technology and Artificial Intelligence are transforming the way students learn, teachers teach and schools operate. When used responsibly and effectively, these tools provide powerful opportunities to enhance learning, strengthen communication and prepare students for future success.

The Edison Group is committed to embracing innovation while maintaining a strong focus on ethics, safety, wellbeing and educational excellence. Through responsible use, continuous learning and effective governance, technology will continue to support the Group's mission of preparing students to become confident, capable and responsible global citizens.

