



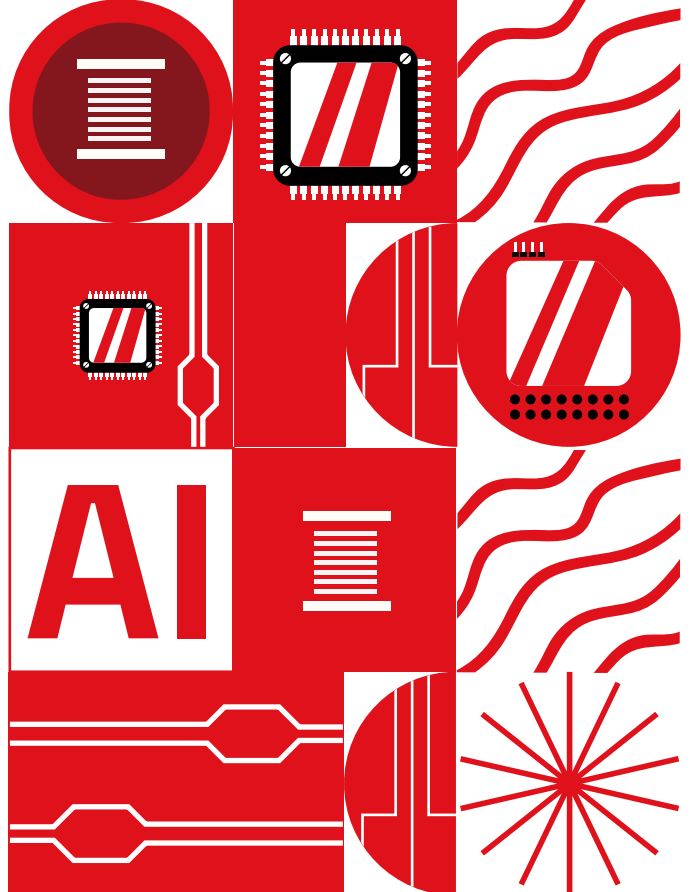
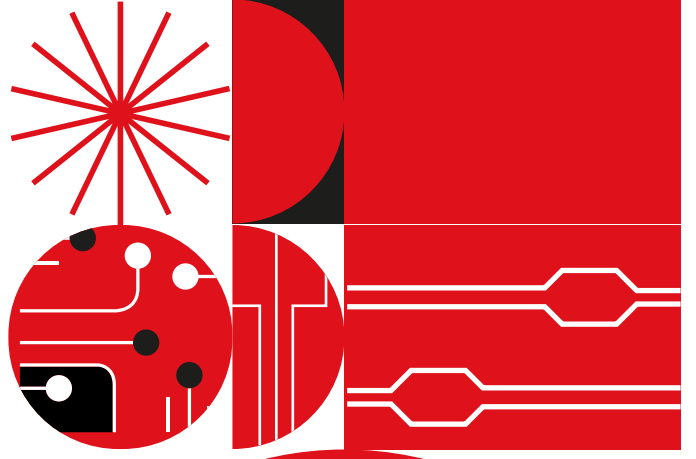
PRIVATE ALEV SCHOOLS

ARTIFICIAL INTELLIGENCE GUIDE

VERSION 1

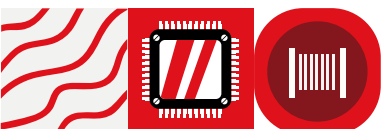
This guide has been prepared to provide guidance on the ethical, effective and responsible use of Artificial Intelligence technologies in Private ALEV Schools where appropriate. Unlike other technologies in history, AI has decision-making capabilities and therefore requires a framework.

Date: February 2025



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PRIVATE ALEV SCHOOLS

Preface

Dear Members of the Private ALEV Schools Family,

Artificial Intelligence technologies, which have become an important part of many sectors in the digital age, offer exciting opportunities in education to best prepare our students for the future. As Private ALEV Schools, we always prioritize the personal development, academic success and ethical values of our students while integrating this powerful tool into our educational processes.

Our school culture aims to create an environment where everyone has equal opportunities, different learning styles are respected and our students are prepared for the challenges of the future. When using AI technologies in education, we recognize that it is not only a tool, but also a social responsibility. With this in mind, one of our top priorities is to ensure that our students use technology in a conscious and responsible way, prioritizing transparency, data security and human control.

In developing our policies, we are careful to act in accordance with the law and the principles of environmental sustainability. In this process, with the guidance of our teachers and the curiosity of our students, we are incorporating AI-based innovations into our educational life. With this booklet, we want to share with you our determination to use artificial intelligence ethically and responsibly in education as Private ALEV Schools. By working together to develop these fundamental principles of our school culture, we will continue to help our students become successful individuals in the digital world.

Sincerely,

Private ALEV Schools Management

1. Introduction

In this section, basic information about the purpose and scope of the guide, as well as the role of the “Private ALEV Schools Artificial Intelligence Commission” is provided.

1.1. Private ALEV Schools Commission on Artificial Intelligence

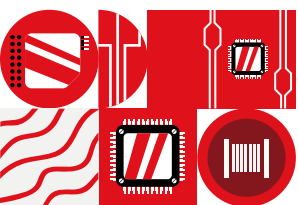
The Private ALEV Schools Artificial Intelligence Commission is a body established to ensure the safe, ethical and effective use of artificial intelligence technologies in education. The AI Commission consists of teachers from different disciplines and relevant stakeholders involved in the development and use of Artificial Intelligence (hereafter referred to as AI). The main tasks of the AI Commission include developing AI policies, following current approaches to curriculum alignment, adhering to ethical principles, making technology choices according to needs, and monitoring and evaluating AI applications. It also informs students, teachers and parents about AI, ensures transparent communication and supports continuous development.

1.2. What is Artificial Intelligence?

Artificial intelligence (AI) refers to the ability of machines to emulate human thinking, learning, problem-solving and decision-making. AI creates systems that exhibit human-like intelligence behaviour using techniques such as data analysis, pattern recognition, natural language processing and machine learning. In education, generative artificial intelligence is a powerful tool for improving student success, making teaching processes more effective, and providing personalised learning experiences.

1.3. Using Artificial Intelligence In The Classroom

All data layers come together under the term 'big data'. A sub-layer of big data, artificial intelligence, includes in particular generative artificial intelligence. Generative AI focuses on creating new products from data and includes interpretation and skill development processes. This technology provides personalised learning experiences by offering educational materials tailored to the individual needs and learning pace of students. It also supports individual learning through personalised assessment and feedback systems. By increasing the inclusiveness of education systems, it aims to contribute to equal opportunities in education by offering innovative solutions in terms of access to education and adaptation of content.



2. Artificial Intelligence Principles

AI principles aim to create and develop approaches that support student development, address ethical responsibilities, and strengthen the teacher-student relationship in the school culture. In this context, AI principles are addressed in 9 categories in this guide.

2.1. Accessibility and Equity

AI applications should provide equal opportunities and be accessible to all students. It should aim to reduce barriers to learning by providing personalised education according to different learning needs.

2.2. Transparency and Accountability

The workings of AI algorithms should be understandable to students and teachers. Clear information about the technology's decision - making processes should be provided, and the way in which student performance is assessed should be transparent.

2.3. Data Security and Privacy

High security measures should be in place for the collection, storage and use of students' personal information. Clear privacy policies should be developed and communicated to the school community.

2.4. Human Oversight and Decision Making

While AI systems contribute to learning processes, final decisions should remain under the control of educators and educational stakeholders. AI should be seen as a complementary tool to the role of teachers, never as a replacement.

2.5. Adaptability

AI should be adaptable to each student's individual learning style, pace and ability. Feedback should be provided to support the student's learning journey and personalised learning materials should be offered.

2.6. Ethical Use and Avoidance of Plagiarism

It is important to use AI ethically in education. Systems should be free from bias and students should be taught responsible use of the technology. According to the principle of avoiding plagiarism, just as information obtained from traditional sources requires citation, information obtained from AI tools should be cited in the same way. AI-generated content is also a source and its accuracy, reliability and originality should be questioned. Students should provide the information about the prompt they used with AI in the bibliography.

2.7. Curriculum Alignment

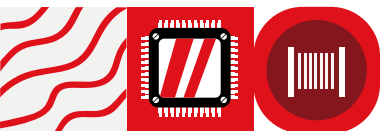
For AI to be used effectively in education, it is important to include it in the curriculum. Students should be given basic information about AI technologies and how they work. In addition, AI can be used in different subjects to develop problem-solving, critical thinking and analytical skills. Training should be provided for teachers on how to integrate AI into the curriculum and which tools to use.

2.8. Legislation and Regulation

In order to use AI safely and ethically in education, it is important to consider issues such as "privacy, protection of student information, responsibilities in AI decision - making processes". Educational institutions are advised to consider relevant guidelines and ethical standards when using such technologies.

2.9. Environmental and Social Sustainability

The environmental impact of AI applications should also be considered. Educational institutions should ensure that AI systems are energy efficient and compatible with sustainable technologies. At the same time, it is important that AI technologies contribute to social sustainability by supporting the inclusion of disadvantaged groups in education.



3. Artificial Intelligence Policies

This section contains the policies and practices established for the use of AI for students, parents, teachers and other stakeholders.

3.1.1. Use for Educational Support

AI will be used to support students' academic success. AI tools will help reinforce classroom content and provide resources that are appropriate for individual learning paces.

3.1.2. Ethics, Avoidance of Plagiarism and Awareness of Responsible Use

Students will be informed about the ethical use of artificial intelligence technologies. The use of AI tools for unethical purposes is not allowed. Students should conduct source research when completing their work and also cite the AI tools they use.

3.1.3. Data Privacy and Security

AI systems are systems that operate by collecting data. These systems should be limited to programmes used within the institution. Students' personal data will be collected by AI tools and used only for educational purposes.

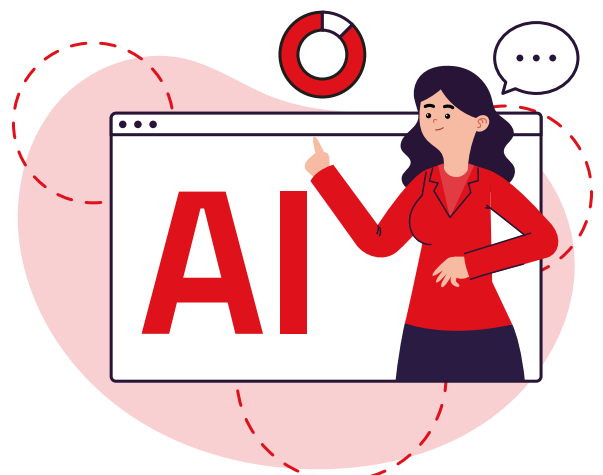
3.1. Artificial Intelligence Guidelines for Students

3.1.5. Creativity and Preservation of The Human Role

The use of AI tools will encourage creativity and not hinder students' ability to think and produce. AI will be seen as complementary to human intelligence.

3.1.4. Critical Thinking Skills

When using AI tools, students will be encouraged to critically evaluate the information they receive. It will be explained that the information provided by AI may not always be accurate.



3.2. Artificial Intelligence Guidelines for Parents

3.2.1. Transparency

We will keep abreast of developments in artificial intelligence technology and provide clear and concise information to parents if necessary.

3.2.2. Information Meetings

Training sessions will be scheduled for parents regarding the use of artificial intelligence and updates will be provided.

3.3.1. Teacher Guidance

The use of artificial intelligence tools will be under the guidance of teachers in accordance with the criteria set by UNESCO. Teachers will monitor the impact of these tools on lesson plans and student development as needed.

3.3.2. Professional Development

Teachers will receive regular training in the effective and responsible use of artificial intelligence technologies. Training and practices that support individual development will be planned.

3.3.3. Data Management and Privacy

Teachers must follow privacy and security protocols when sharing student data with artificial intelligence tools.

3.2.4. Data Security and Consent

Parental consent will be sought for the use of students' personal data by artificial intelligence tools within AI-powered programmes and tools used in the school. This consent will be included in the school's pledge.

3.2.3. Parental Involvement

Parents will be able to participate in their children's AI-related projects and educational processes, and motivate students with regard to ethical values and citation.

3.3. Artificial Intelligence Guidelines for Teachers

3.3.5. Curriculum Enriched with Artificial Intelligence

While the curriculum will be supported by artificial intelligence tools, it will be ensured that these tools make teaching more efficient and compatible with teaching processes. However, AI will not replace the teacher; its use as a resource to enhance teaching will be encouraged.

3.3.4. Artificial Intelligence Performance Monitoring

Teachers can monitor the impact of artificial intelligence tools on student performance and provide guidance on their correct and targeted use as needed.



3.4. Artificial Intelligence Guidelines for School Management

3.4.1. Strategic Planning and Vision

The school management will create a strategic plan to align AI technologies with educational processes. This plan will ensure that our school is prepared for the future as an innovative and contemporary educational institution.

3.4.2. Establishment of an Artificial Intelligence Ethics Committee

The school management will establish an Artificial Intelligence and Ethics Committee to oversee the use of AI and monitor developments in the field. This committee will ensure that the use of AI is consistent with our school's values, educational philosophy and ethical standards.

3.4.3. Investment and Resource Allocation

The necessary financial and technological resources will be made available for the implementation of Artificial Intelligence technologies in the school. The management will ensure that investment in this area is aimed at improving the quality of education at the school.

3.4.6. Social Responsibility

The management will ensure that Artificial Intelligence is aligned with social responsibility projects by considering its impact beyond the school community. The use of AI in interactions with communities outside the school will also be encouraged within the framework of ethical rules.

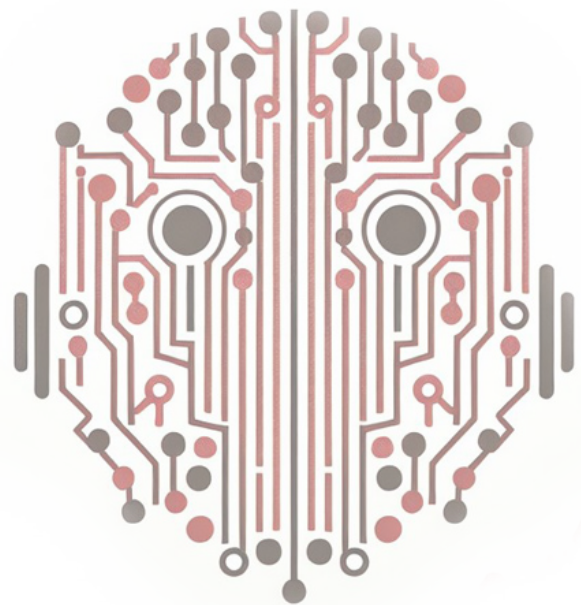
3.4.5. Sustainability and Eco-Friendly Technologies

The environmental impacts of Artificial Intelligence systems will be considered, and priority will be given to sustainable and eco-friendly technologies. Issues such as energy consumption and digital waste will be addressed.

3.4.4. Data Privacy and Security Protocols

National and international legislation will be complied with regarding the processing of student, parent and teacher data using artificial intelligence technologies.

3.5. Artificial Intelligence Guidelines for Other Stakeholders (Student Representatives, Parent Representatives, School Support Staff)



3.5.1. Participation and Communication

Feedback mechanisms can be established where stakeholders can express their views and suggestions on the use of AI. In this way, the impact of AI on educational processes can be assessed from a broader perspective.

3.5.2. Transparency and Information

Where necessary, information will be provided on how artificial intelligence systems work and how they are used. Stakeholders will be informed and involved in these processes as appropriate.

3.5.3. Artificial Intelligence and Social Impact

School stakeholders will be informed about the social impacts of artificial intelligence and how these impacts can be managed. These awareness processes can be supported through parent meetings, student forums, and school events.

3.5.4. Support Staff Training

The adaptation of artificial intelligence technologies to daily operations will be supported as needed. Relevant stakeholders will be informed, in particular on data management and the use of technological systems.

3.5.6. Social Responsibility and Ethical Use

Stakeholders will be involved in awareness-raising activities on the use of artificial intelligence as part of social responsibility. The school may include projects that promote the ethical and responsible use of artificial intelligence.

3.5.5. Innovative Practices and Collaborations

The school will collaborate with universities, technology companies and other educational institutions as appropriate to enhance the effective use of artificial intelligence technologies. Through these collaborations, the latest AI solutions will be aligned with the school's educational processes.

4. Up-To-Dateness and Modifiability

In line with the continuous advancement of artificial intelligence technologies, our institution's AI usage policy may also be updated over time. These updates can be implemented based on needs, legal requirements, and technological developments. Consequently, our AI policy may be reviewed, modified, and recreated to adapt to these changes. This approach emphasizes the need for regular evaluation and renewal of AI policies.

5. Overall Assessment and Conclusion

Private ALEV Schools are committed to using AI technologies in accordance with the highest ethical and privacy standards, while making the best use of these technologies to support innovative and effective educational experiences. This policy provides a foundation for the responsible and transparent use of AI in our educational institution. The effective and ethical use of AI technologies is an important step in providing the best learning opportunities for students and earning the trust of the school community. In this context, all stakeholders will continue to act in accordance with the stated principles and make the necessary efforts to ensure the highest standards of education.



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