



Sekolah Bogor Raya AI Usage in Education Policy

Last reviewed 2026

Concerning: Implementation of AI Usage in Education Practices Policy

As Artificial Intelligence (AI) continues to evolve and become an integral part of education, Sekolah Bogor Raya is committed to ensuring that AI is used responsibly, ethically, and in ways that strengthen teaching, learning, and school operations. This policy provides a whole-school framework for the appropriate use of AI by students, teachers, and staff while ensuring compliance with academic integrity, data protection, and professional standards.

Article 1: AI is a Support Tool, Not a Replacement

AI should enhance teaching, learning, creativity, and productivity. It must never replace professional judgment, critical thinking, or authentic student learning. Human oversight remains essential in all educational and operational decisions.

Article 2: Responsible Use of AI

Teachers and staff are expected to:

- use AI ethically and professionally;
- verify and review all AI-generated content before use;
- ensure AI supports, rather than replaces, educational decision-making;
- protect confidential school information and personal data at all times.

Article 3: Student Learning and Academic Integrity

Teachers are responsible for clearly communicating expectations regarding AI use in every learning activity and assessment. Students remain accountable for all submitted work, and AI must never be used to bypass independent thinking or academic honesty.

Article 4: AI Assessment Scale

Beginning this academic year, teachers should determine and communicate the appropriate AI Level (Level 0–4) for assignments whenever applicable. This provides transparency regarding the extent to which AI may be used in student work.



Article 5: Approval of New AI Tools

Any AI platform or application intended for classroom instruction, assessment, administration, or operational purposes must undergo the school's AI Tool Review and Approval Process before implementation. Staff should not independently introduce new AI applications for school use without prior review and approval.

Article 6: Data Privacy and Security

Staff must never upload confidential or personally identifiable information; including student names, assessment data, health records, family information, or other sensitive school information, to unapproved AI platforms. Compliance with Indonesia's Personal Data Protection Law (UU No. 27 Tahun 2022) and SBR safeguarding standards is mandatory.

Article 7: Reporting AI-Related Incidents

Any suspected misuse of AI, inappropriate AI-generated content, data privacy concerns, or security incidents should be reported promptly following the school's AI Incident Reporting Procedure so that appropriate action can be taken.

As educators and professionals, we have an important role in modelling responsible AI use for our students. AI should be viewed as a tool that enhances learning, innovation, and efficiency while preserving integrity, professional judgment, and the values of Sekolah Bogor Raya.

This Regulation takes effect from the date it is established and ends at a time determined by the SBR Executive Team. This Regulation and/or its Appendices may be revised or amended by the SBR Executive Team as needed.

Thus, this Regulation is made and established to be complied with, implemented, and enforced by all relevant SBR employees with full responsibility.

Established in: Bogor

Date: July 21, 2026

By: Academic Director, Fransiska Susilawati