



Naas Academy

Policies

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Attendance Policy

Applicable to All AI-Driven Online Programs

Policy Overview

At **Naas Academy**, we believe consistent attendance is vital to academic success—even in a flexible, AI-supported online environment. Attendance is monitored daily through our Learning Management System (LMS), which automatically logs student login time, activity duration, and engagement metrics.

This policy outlines the expectations, legal obligations, and procedures related to student attendance, truancy, excused absences, and attendance-based credit eligibility.

Attendance Monitoring and Logging

- Attendance is **automatically recorded** by our AI-powered LMS.
- The LMS tracks:
 - Login time
 - Total duration spent on the platform per day
 - Activity completion and participation
- Students are expected to spend a **minimum of 3 active hours per day** (or equivalent weekly engagement) to be marked present.
- Partial engagement may count as partial attendance and will be flagged for review.

2. Parental Notification Requirements

Parents or guardians must:

- **Inform the school in writing (email or LMS portal)** if a student will be absent.
- Submit a written excuse within **three (3) days** of the student's return.
- Use the official Naas Academy **Absence Reporting Form** available on the LMS.

Failure to submit valid documentation may result in the absence being marked **unexcused**.

3. Make-Up Work and Missed Assessments

Students with **excused absences** are entitled to:

- Reasonable time (typically 3–5 school days) to complete missed assignments, projects, or assessments.
- Support from instructors or academic advisors, when needed.

4. Compulsory Attendance Compliance

Naas Academy complies with compulsory attendance laws applicable to all educational institutions:

- All students aged **6 to 17 years** must meet the daily attendance requirement unless lawfully exempt.
- Attendance is required for the **full duration of each instructional day**, which may include live sessions, AI tutoring, LMS activities, and independent assignments.

5. Truancy and Legal Notification

- A student is considered **truant** if they have five (5) unexcused absences (full or partial days) within a **six-month period**.
- In such cases:
 - A **formal written warning** will be sent to the parent/guardian.
 - The case may be referred to the appropriate legal or support authorities in accordance with local and national laws.
- Exemptions to this rule (e.g., medical leave, religious observance) are detailed under **Policy FDC**.

6. Attendance for Credit (90% Rule)

- To **receive academic credit** for a course, a student must engage in LMS-based learning activities for at least **90% of the scheduled instructional days**.
- If attendance falls below 90%, credit **may be denied** unless:
 - The **Attendance Review Committee** determines there were valid extenuating circumstances (e.g., illness, family emergency, system failure).
- Students may appeal decisions in writing through the LMS Appeals Portal.

7. Excused Temporary Absences

An absence may be excused if it results from:

- Illness (with proper documentation)
- Family emergencies
- Religious observances
- Internet connectivity or technical disruptions (with evidence)
- Other situations approved by the school administration

Excused absences will not negatively impact attendance records if proper documentation is provided.

- **Attendance data is analyzed weekly** to identify at-risk students and provide support through counselors or AI tutors.
- Consistently high attendance may be rewarded through digital badges, certificates, or eligibility for special programs

1. Extenuating Circumstances

At Naas Academy, we recognize that students may occasionally face genuine barriers to consistent attendance. In cases where students fall below the minimum attendance threshold (90%) required to earn academic credit, the following **extenuating circumstances** may be considered by the **Attendance Review Committee** when deciding whether credit can still be granted:

Recognized Extenuating Circumstances Include:

1. **Naas Academy-Approved Mentorship or Internships**

Participation in an approved mentorship, internship, or advanced project aligned with the student's academic goals.

2. **Participation in Approved Extracurricular or Public Performances**

Activities must be approved by the Academy and contribute to educational development.

3. **Medical Screening, Diagnosis, or Treatment**

Especially for Medicaid-eligible students or as required by a medical professional.

4. **Documented Healthcare Appointments**

Absences are excused if the student logs into the LMS before or after the appointment on the same day.

5. **Temporary Absences Due to Acceptable Causes**

Includes personal emergencies, illness, or other valid reasons approved by the school administration.

6. **Court Proceedings**

Documented involvement in juvenile or legal court proceedings.

7. **Welfare-Related Requirements**

Absences mandated by government or social services.

8. **Family Emergencies**

Sudden or unavoidable family circumstances requiring immediate attention, subject to administrative approval.

Note: In all cases, proper documentation must be submitted within **3 calendar days** via the LMS Attendance Portal.

2. Extended Absence (Medical or Personal)

When a student is absent due to personal illness for:

- **More than five (5) consecutive days, or**
- **A total of ten (10) days within a six-week academic term,**

Naas Academy may require a **formal medical statement** from a physician or licensed healthcare provider to verify the reason for the extended absence.

Students will be supported through:

- Temporary flexible deadlines
- Additional AI-guided tutoring
- Personalized make-up plans

3. Making Up Missed Work

Students who are absent for **any reason** are allowed to make up all missed:

- Assignments
- Quizzes
- Tests
- Projects

Make-up work:

- Must be submitted within the **allocated timeframe** (generally 3–5 days, unless extended due to valid reasons).
- Will receive **full credit** if submitted satisfactorily.
- May receive a **zero** if not submitted by the deadline and without prior communication.

4. Parent Notification Protocol

To ensure transparency and early intervention:

- **First Notification:** After **three (3) missed classes** in a semester, the parent/guardian will be notified via LMS message, email, or SMS.
- **Second Notification:** If absences continue and credit is at risk, formal communication will be made to inform parents that the student may lose credit.
- **Appeal Window:** Parents have **ten (10) days** to file a written appeal through the LMS to request that certain unexcused absences be reclassified as excused, based on new documentation or clarification.
- **Conferences:** Appeals hearings or conferences will be scheduled at mutually convenient times and may be held virtually.

5. Excusing a Student from School

Since Naas Academy operates fully online, excusing a student from attendance requires:

- Notification and approval through the LMS or official email from the **parent or legal guardian**.
- Verification by the **School Administrator or Student Affairs Officer**.
- In family law cases (e.g., divorced parents), only the **custodial parent or guardian who enrolled the student** has the authority to request excusal or withdrawal from any scheduled academic activity.

- In the event of legal orders or disputes, Naas Academy will follow applicable legal guidelines and consult with legal advisors if necessary.

6. AI-Tutor and LMS Integration

As an AI-powered school:

- The **AI Tutor will track engagement, task completion, and login patterns** to help identify disengagement early.
- Students flagged for low activity will receive proactive nudges from the system and support from human facilitators.

7. Policy Review and Updates

This policy is reviewed **annually** to reflect changes in educational laws, best practices, and AI-powered learning models.

Anti-Cyberbullying Policy

Empowering Safe, Respectful, and Responsible Online Learning

1. Purpose and Objectives

Naas Academy is committed to ensuring a safe and respectful digital learning environment for all students, staff, and parents. As a fully AI-powered online institution, we recognize the unique challenges and risks associated with cyberbullying. This policy aims to:

- Safeguard students and staff in the digital learning space.
- Educate all members of the school community about cyberbullying, its forms, and consequences.
- Establish clear procedures to prevent, identify, and address cyberbullying incidents.

- Encourage a culture of openness, safety, and proactive reporting.
- Evaluate and improve anti-cyberbullying strategies regularly.

2. What is Cyberbullying?

Cyberbullying refers to **intentional and repeated harm inflicted through digital means**, including messages, posts, or content shared via mobile devices, computers, or social media platforms.

Key characteristics include:

- **Deliberate behavior:** It is intentional, not accidental.
- **Repetition:** It occurs more than once over time.
- **Harmful impact:** It causes emotional or psychological distress.
- **Digital nature:** It uses devices or platforms such as messaging apps, social media, emails, or online forums.

Cyberbullying may include:

- Threats and intimidation
- Online harassment or stalking
- Defamation, ridicule, or spreading false rumors
- Impersonation
- Exclusion or group rejection
- Unauthorised sharing of private information or media
- Manipulation of digital content

3. Preventing Cyberbullying at Naas Academy

Education & Awareness

- Students and parents will be introduced to digital safety practices through our **AI Tutor modules**, PSHE sessions, and onboarding orientations.
- All students and parents are required to sign the **Safe and Acceptable Use Agreement (SAUA)** before accessing the Naas LMS.
- Cyber safety and respectful digital conduct will be integrated across subjects and reinforced through:
 - Live sessions
 - Online workshops and assemblies
 - Anti-Bullying Awareness Week
 - Student-led projects and discussions via the Virtual Student Council

Training for Staff

- Facilitators and staff undergo regular **e-safety training** to recognize signs of cyberbullying and handle incidents appropriately.
- Staff are trained to monitor LMS behavior flags and AI-triggered alerts that identify unusual or harmful patterns of student interaction.

4. Use of Technology and Online Conduct

Naas Academy actively promotes the **positive and responsible use of digital platforms**. Our systems are designed with safeguards including:

- Secure login systems with password policies
- Real-time AI monitoring of chatrooms, comments, and submissions
- Filtered communication channels within the LMS
- Timely reporting tools for students to flag incidents directly to staff

5. Reporting Cyberbullying

To ensure that students feel safe to speak up:

- Cyberbullying can be reported anonymously through the LMS or via email to designated staff.
- Students are encouraged to **preserve digital evidence** (screenshots, messages, posts).
- All reports will be treated confidentially and investigated swiftly.
- Staff are trained to identify non-verbal signs of distress or digital withdrawal.

6. Responding to Cyberbullying

While cyberbullying will be addressed under Naas Academy's broader **Anti-Bullying Policy**, specific responses to digital incidents may include:

Support for the Target

- Provide emotional reassurance and a supportive environment.
- Encourage the student **not to retaliate**, but to document the incident and inform an adult.
- Guide the student in adjusting privacy settings and blocking users if appropriate.
- Assist in reporting abusive content to platforms for removal.

Intervention with the Offender

- Help the student understand the impact of their actions.
- Apply appropriate disciplinary measures in line with Naas Academy's **Behavior Policy**.
- Involve parents or guardians as necessary.

- Require digital citizenship retraining or restorative justice dialogue (facilitated virtually).

Involving External Authorities

- If behavior violates laws (e.g., cyberstalking, hate speech, or threats), Naas Academy will involve legal authorities or internet service providers.

7. Parent and Student Engagement

- Parents will receive regular updates and resources on e-safety and cyberbullying awareness.
- The Virtual Parent Portal includes guides, reporting options, and tips for monitoring online activity at home.
- The Student Council will be actively involved in shaping digital safety initiatives and advising on improvements.

8. Monitoring and Policy Review

- All cyberbullying incidents will be **logged securely** and reviewed by the **Pastoral Care and Safeguarding Team**.
- The policy and prevention measures will be **reviewed annually**, incorporating feedback from students, parents, and staff.
- Data from the LMS and AI reports will inform continuous improvement efforts.

9. Policy Statement

Naas Academy promotes a culture of **digital respect, empathy, and accountability**. Cyberbullying in any form will not be tolerated and will be addressed with compassion, diligence, and firmness to protect the mental well-being of all students and staff.

Cyberbullying: Investigation & Response Policy

1. Investigation Protocol

At Naas Academy, **the safety and well-being of our students is our highest priority**. All reports of cyberbullying will be thoroughly investigated in accordance with our **Safeguarding and Child Protection Policy**. Investigations will be guided by the principles of fairness, confidentiality, and the protection of all parties involved.

Investigation Steps:

- Any staff member who receives a cyberbullying complaint must report it directly to the **Designated Safeguarding Lead (DSL)** or assigned **Student Welfare Coordinator**.
- All non-child-protection cyberbullying incidents will be **formally logged** and overseen by the **Head of Student Affairs**.
- Investigations will include **private interviews**, conducted virtually or via LMS conferencing tools, and will follow the **Naas Academy Anti-Bullying Framework**.
- Students and staff will be encouraged to **preserve all digital evidence**, including:
 - Screenshots of messages or posts
 - Saved emails or instant message logs
 - URLs and social media links
 - Copies of shared images or media
- If inappropriate or explicit images are involved, the content will be immediately referred to the **Senior Leadership Team (SLT)** and, where applicable, law enforcement authorities.
- In cases involving staff, complaints will follow our internal procedures in line with **child protection and safeguarding standards**.
- Devices may be **digitally quarantined or access revoked** temporarily during investigations, if deemed necessary.

2. Identifying the Offender

Identifying the source of cyberbullying may involve the following:

- **Internal LMS Monitoring:** Review of login logs, IP addresses, and activity records.
- **Witness Interviews:** Other students or participants may be able to confirm the source of abuse.
- **External Sources:** If the abuse originated on social media or mobile apps, platform providers may be contacted to block the perpetrator or remove harmful content.
- **Mobile & Network Tracing:** In severe cases, if bullying is done through withheld numbers or anonymous accounts, date/time logs will be gathered and the case may be referred to **cybercrime or law enforcement units**.

While anonymity may make identification difficult, digital footprints often provide leads. However, impersonation, account hacking, or device sharing can complicate accurate tracing.

3. Sanctions and Disciplinary Action

Sanctions will be applied by the **Head of School** or **Head of Department**, depending on the nature and severity of the incident.

Objectives of Sanctions:

- Restore the victim's **sense of safety and security**.
- Hold the offender **accountable**, helping them recognize the harm caused.
- Send a clear message that **cyberbullying is unacceptable** and will not be tolerated.
- Support the perpetrator's **growth and behavior correction** through structured intervention.

Possible Sanctions May Include:

- Formal warning and parental notification
- Restricted access to LMS or communication tools
- Mandatory participation in digital citizenship or restorative learning sessions
- Removal of harmful content (by the student, or forcibly)
- Temporary or permanent suspension from classes or forums
- Referral to legal authorities (if behavior constitutes criminal conduct)

Important Considerations:

- Intent and impact will both be assessed.
- Retaliatory or unintentional actions will be evaluated contextually.
- Sanctions will be paired with **empathy-building and digital behavior coaching**.

4. Legal Considerations

Although cyberbullying is not always a clearly defined criminal offense, related acts may breach **cyber harassment, stalking, data misuse, and communication laws**.

Potentially Criminal Acts May Include:

- Harassment or cyberstalking
- Threats of violence or harm
- Unauthorised sharing of explicit images
- Defamation or incitement

Where a **criminal offense is suspected**, Naas Academy will **cooperate fully with legal authorities**, including:

- Handing over LMS activity logs
- Providing device or platform evidence
- Supporting students or families in filing formal complaints

5. Supporting All Parties Involved

For the Victim:

- Immediate emotional support and reassurance
- Guidance on protecting online privacy and removing harmful content
- Clear plan for ongoing monitoring and protection
- Involvement of the student's family, if appropriate

For the Perpetrator:

- Opportunities for reflection and behavioral reform
- Understanding of the consequences of their actions
- Accountability sessions and digital responsibility training
- Monitoring and follow-up to prevent recurrence

6. Monitoring and Review

- All investigations and outcomes will be documented in the **Digital Safety Incident Log**.
- Annual review of cyberbullying trends and procedures will be conducted.
- **Student and parent feedback** via LMS surveys and Virtual Council meetings will inform updates.

Note for Parents & Teachers at Naas Academy

- All staff are trained in **digital safeguarding** and regularly updated on cyberbullying trends.
- Parents can request support or report concerns via the **Parent Portal** or LMS messaging system.
- Students can also access in-platform safety tips via the AI Tutor dashboard.

Digital Safety & Cyberbullying Guidance

Recommended Resource: "Adolescent Volcanoes"

Adolescent Volcanoes is a highly effective book with dedicated sections for both teens and adults. It offers engaging exercises and activities to help adolescents:

- Understand and manage anger
- Establish healthy boundaries
- Communicate respectfully and assertively

It is a valuable resource for parents, educators, and young people themselves.

Online Safety: General Guidelines

At Naas Academy, we are committed to equipping our students and their families with the tools needed to stay safe online. To reduce the risk of exposure to inappropriate or illegal content and protect your privacy in the digital world, we recommend the following:

Protect Your Personal Information

- Never share your **full name, photos, email, phone number, location, or school name** online unless absolutely necessary and only with trusted sources.
- Avoid posting identifying information on **forums, gaming platforms, or public social profiles**.

Avoid Meeting Strangers

- Do **not arrange to meet** anyone you've only spoken to online. Always verify and involve a trusted adult if necessary.
- Online identities can be **fake**. Stay cautious, even if someone seems friendly or familiar.

Practice Safe Communication

- Do not open **emails, messages, or links** from unknown contacts.
- Avoid downloading **attachments or images** from unfamiliar sources—these may contain malware or offensive material.

Use Filtering and Parental Controls

- Activate **safe search settings** on search engines like Google, Bing, and YouTube.
- Regularly check and **reset filtering preferences**, as some systems may revert to unfiltered content.
- Use **parental control software** to monitor access to content and time spent online.

Viewing or sharing **illegal content**—especially involving child abuse or exploitation—is a **serious crime**. Report anything suspicious immediately through proper channels.

How to Handle Cyberbullying

Cyberbullying can affect anyone, and due to the anonymous nature of the internet, it may feel overwhelming. Below are essential strategies for students and families:

Think First, Act Smart

- **Talk to someone you trust** if you feel threatened or bullied online—this could be a parent, teacher, or counselor.
- **Never send bullying or threatening messages**—even jokingly.

Save and Document

- Keep **screenshots, emails, texts, or chat logs** of bullying behavior.
- Note the **date, time, and platform** the incident occurred on.
- If available, record any usernames or profiles involved.

Do Not Engage

- Do **not reply** to harassing or offensive messages.
- Responding may **escalate the situation** or confirm to the bully that you're affected.

Use Blocking and Reporting Features

- **Block** the person responsible via social media, messaging apps, or email.
- Report the behavior to the platform (Facebook, Instagram, WhatsApp, etc.).
- On Naas Academy's LMS, report directly via the "Report Abuse" or "Contact Admin" options.

Protect Your Account

- **Never share passwords** with anyone—even friends.
- Regularly update passwords and use **two-factor authentication (2FA)** when available.

Understand the Legal Implications

- Sending **abusive, threatening, or explicit messages** is a criminal offense.
- Sharing inappropriate images—even by forwarding—may result in **legal action**.
- **Bystanders have a responsibility** too: if you witness cyberbullying, **report it**. Remaining silent may be interpreted as complicity.

Naas Academy's Role in Online Safety

- Our **AI-driven LMS** uses time-tracking, chat filters, and safety alerts to detect unusual or concerning behavior.
- Students receive regular **digital citizenship education** through tutorials, assemblies, and campaigns like **Safer Internet Week**.
- We encourage open communication between **students, parents, facilitators, and our AI tutor, Dr. Naas**, to promote a safe, inclusive environment for all.

Admissions & Enrollment Policy

Purpose: This policy outlines the procedures and criteria for student admissions and enrollment at Naas Academy, an AI-powered online educational institution. It ensures a fair, transparent, and efficient process for all applicants using our Admission Management System (AMS).

1. Eligibility Criteria

To be eligible for admission at Naas Academy, the applicant must meet the following requirements:

- **Age Requirements:**
 - Primary School: Ages 5–10
 - Middle School: Ages 11–13
 - High School: Ages 14–18
- **Academic Records:** Previous school records/transcripts are required for Grade 2 and above.
- **Technical Requirements:** Access to a stable internet connection, a compatible device (tablet, laptop, or desktop), and basic digital literacy.
- **Language Proficiency:** Students must demonstrate proficiency in English or agree to participate in our language support program.

2. Admission Process via AMS

Naas Academy uses an integrated Admission Management System (AMS) to streamline the enrollment process.

Steps to Apply:

1. **Registration:** Parent/guardian or student creates an account on the AMS portal.
2. **Purchase Application Form:** A non-refundable application form fee must be paid through the AMS portal.
3. **Form Submission:** Complete the online application form with personal details, academic history, and relevant documentation.
4. **Application Review:** The admissions team evaluates the application. Further assessments or interviews may be scheduled if needed.
5. **Decision Notification:** Applicants are notified via email and AMS portal.
6. **Payment of Fees:** Upon acceptance, parents must pay the first term fee to confirm enrollment.

3. Trial Period / Probationary Admission

All new students are placed under a **two-week trial period** to assess:

- Attendance and punctuality via the LMS

- Engagement with AI tutor Dr. Naas and human facilitators
- Learning behavior and academic readiness

At the end of the trial:

- Students demonstrating good conduct and commitment are granted **confirmed enrollment**.
- Those struggling may be provided support or offered a deferred enrollment.

4. Transfer Students

Students transferring from other institutions must:

- Submit official transcripts and character certificates
- Participate in a diagnostic placement test if transferring mid-year
- Comply with Naas Academy's curriculum mapping and credit transfer guidelines

5. Onboarding to LMS & AI Systems

After enrollment confirmation:

- Parents and students will receive **LMS login credentials** via email.
- A step-by-step onboarding session is provided, including:
 - Navigating the LMS
 - Introduction to Dr. Naas (AI tutor) and virtual classrooms
 - Accessing assignments, resources, and support
- A dedicated facilitator will be assigned to each student for regular monitoring and communication.
- Orientation webinars will be held monthly for new parents and students.

For any support during the admissions process, applicants may contact our helpdesk through the AMS portal or email

AI-Enhanced Learning & Evaluation Policy

Purpose: This policy outlines the framework for the integration of Artificial Intelligence in instruction, feedback, and evaluation at Naas Academy. It defines the role of our proprietary AI tutor, Dr. Naas, and clarifies how human facilitators complement AI-driven learning. The policy also details assessment, grading, and re-evaluation protocols in a personalized, AI-supported virtual learning environment.

1. AI-Powered Personalized Learning: Role of Dr. Naas (AI Tutor)

Naas Academy utilizes **Dr. Naas**, an advanced AI-based tutor, to facilitate individualized instruction across all academic levels. Dr. Naas is responsible for:

- Delivering adaptive content based on each learner's pace, interests, and performance trends
- Providing instant feedback on quizzes, assignments, and projects
- Monitoring engagement, LMS interaction time, and comprehension in real time
- Generating insights for human facilitators regarding each student's strengths and challenges
- Recommending targeted enrichment or remedial modules

2. Role of Human Facilitators and Academic Advisors

While AI plays a central instructional role, **human facilitators** are critical in providing mentorship, emotional support, and higher-order academic intervention.

Responsibilities include:

- Overseeing AI-generated learning paths and verifying instructional accuracy
- Conducting live sessions, group discussions, and contextual explanation of complex concepts
- Addressing student queries and challenges beyond AI's capability
- Reviewing AI feedback reports to plan interventions
- Communicating with parents regarding student performance
- Supporting students with learning difficulties or special education needs

Academic Advisors further:

- Monitor student performance across terms
- Approve significant academic decisions (course progression, electives, etc.)
- Facilitate college and career counseling based on AI predictive analytics

3. Assessment, Grading, and AI-Generated Feedback

Naas Academy maintains a balanced system combining AI assessments and human-verified evaluations.

AI-Led Assessments:

- Formative assessments (quizzes, quick reviews, flashcards)
- Timed tasks with immediate auto-grading
- Skill-based modules mapped to mastery levels

Human Evaluated Components:

- Essays, projects, oral presentations, and group assignments
- Subjective or creative responses
- Capstone or term-end assessments

Feedback Protocol:

- AI provides instant rubric-based feedback with detailed suggestions
- Facilitators provide written/verbal comments on human-evaluated tasks within 72 hours
- Students and parents receive LMS-based performance reports bi-weekly

Grades are calculated using a hybrid model:

- 50% AI-evaluated assessments
- 50% facilitator-evaluated assessments
- Final weighting may vary depending on subject and grade level

4. Redo/Retake Policy for AI-Generated Assessments

Naas Academy encourages a growth mindset by offering structured opportunities to improve performance.

Redo Policy:

- Students may redo AI-generated quizzes up to **two times** for improved mastery.
- A mandatory gap of 24 hours is required between each attempt.
- Each attempt is recorded; highest score counts toward grade unless otherwise directed.

Retake Policy (for larger assessments):

- Students may request a retake if they score below 60%.
- Retakes must be approved by the assigned facilitator.
- A new version of the assessment is generated to prevent repetition.
- Reflection assignment may be required before retake to encourage self-analysis.

Note: Abuse of redo/retake privileges may result in restricted access.

Academic Integrity: All assessments—whether AI or human graded—must be completed independently unless marked otherwise. Use of AI-generated assistance (e.g., ChatGPT, grammar checkers) must follow the academy's **Academic Honesty Policy**.

Academic Honesty & Plagiarism Policy

Purpose: The purpose of this policy is to foster academic integrity and responsible use of technology—particularly AI tools—within the Naas Academy learning environment. Academic honesty is essential to personal growth, trust, and the credibility of all academic achievements.

1. Guiding Principles

All students are expected to submit original work and uphold integrity in their academic pursuits. While AI tools such as Dr. Naas, grammar assistants, and search engines may support learning, they must not replace genuine student effort or be used to misrepresent understanding.

2. Use of AI Tools: Assistance vs. Misuse

Permissible AI Assistance:

- Grammar or spell checks
- Research support, idea generation, or outlines
- Summarization or rephrasing suggestions
- Feedback from Dr. Naas during practice quizzes and learning modules

Misuse of AI Tools (Prohibited):

- Copy-pasting entire AI-generated answers as final submissions
- Submitting AI-composed essays or reports without meaningful personal input
- Using third-party AI tools to complete assessments
- Bypassing assessment integrity protocols through unauthorized AI automation

All submissions must reflect the student's individual understanding, effort, and voice. Where applicable, students must indicate where AI was used.

3. Proper Citation and Referencing

Naas Academy uses a simplified citation protocol:

- Cite all sources of information, including websites, books, and AI tools
- For AI-generated content (e.g., ChatGPT, Dr. Naas), include a statement such as:
"This response was drafted with assistance from an AI tool and revised by the student."
- For direct quotes or paraphrased content, provide proper attribution
- Facilitators will offer periodic workshops on referencing formats (APA, MLA, etc.)

Failure to cite AI or external sources constitutes **plagiarism**, even if the content was AI-generated.

4. Examples of Academic Dishonesty

- Copying or submitting work that is not your own
- Plagiarizing from peers, websites, or AI systems
- Collusion (working with others on tasks meant to be individual)
- Sharing LMS login credentials to allow others to complete your work
- Using AI to fabricate data, citations, or results

5. Consequences of Academic Dishonesty

First Offense:

- Written warning and mandatory academic integrity workshop
- Redo of the assignment under supervision (maximum grade capped at 70%)

Second Offense:

- Zero on the assignment
- Academic probation notice to parents/guardians

Third Offense:

- Disciplinary hearing with academic panel
- Possible suspension or expulsion depending on severity

All offenses are recorded in the student's academic file.

6. Responsibility of Facilitators and Staff

- Educate students on the ethical use of AI and research tools
- Use plagiarism detection tools for critical assignments
- Flag suspicious submissions and follow reporting protocols
- Guide students in learning proper paraphrasing and citation skills

Academic integrity is a shared responsibility. By committing to honesty and originality, students at Naas Academy cultivate skills that extend far beyond the classroom and into lifelong ethical decision-making.

Privacy & Data Protection Policy

Purpose: This policy outlines how Naas Academy collects, uses, stores, and protects personal data of students and their families through its Learning Management System (LMS), AI tutor (Dr. Naas), and related digital platforms. It ensures transparency and compliance with applicable data protection laws.

1. Types of Data Collected

Naas Academy collects the following information:

- **Student Information:** Name, age, date of birth, gender, student ID, academic history, assessment scores, LMS activity logs, AI interaction data
- **Parent/Guardian Information:** Name, contact details, relationship to student
- **Device & Access Data:** IP address, browser type, login time, session duration, location (approximate)
- **Educational Usage Data:** Course participation, assignment submissions, quiz responses, AI feedback loop results, attendance (via LMS logs)

2. Who Can Access Student Data

Only authorized personnel have access to student data:

- **AI Tutor (Dr. Naas):** Analyzes student performance to deliver personalized feedback and learning paths
- **Facilitators and Academic Advisors:** Access academic records, AI feedback, and performance data to provide support
- **Administrative Staff:** View enrollment, billing, and communication records
- **Parents/Guardians:** Have access to their child's academic progress, attendance, and communication logs through the Parent Portal

All users are required to log in securely and adhere to internal data access protocols.

3. Compliance with Data Protection Laws

Naas Academy is committed to compliance with international and national data protection standards, including:

- **GDPR (General Data Protection Regulation)** for EU students
- **COPPA (Children's Online Privacy Protection Act)** for students under 13 from the U.S.

We ensure:

- Data is stored on secure, encrypted servers
- Regular security audits and data backups

- Consent is collected for all data shared during enrollment

4. Parental Rights & Data Access Requests

Parents and legal guardians have the right to:

- Access, review, and download their child's academic and personal data via the Parent Dashboard
- Request correction of inaccurate or outdated information
- Request deletion of their child's data upon withdrawal from the Academy (subject to academic record retention policies)
- Withdraw consent for data processing (which may impact learning services)

Requests must be submitted through our [Data Access Request Form] or via email to: **example@.com** All requests are responded to within 10 business days.

5. Data Sharing & Third-Party Services

Naas Academy does **not** sell or rent student data. Data may be shared with:

- Government bodies for compliance (only when legally required)
- Verified third-party services (e.g., AMS or LMS providers) under strict Data Processing Agreements (DPAs)

Third parties must:

- Store data securely
- Not use data beyond agreed educational purposes
- Delete data upon contract termination

6. Data Retention

- Academic and performance data: Retained for 7 years post-enrollment
- Communication and LMS logs: Retained for 2 years
- Inactive accounts: Purged after 12 months of inactivity, with prior notice to the family

7. Policy Review & Updates

This policy will be reviewed annually and updated as needed to reflect new technologies, laws, and practices. Notification of updates will be sent to all stakeholders via the LMS and school email.

Special Education & Accessibility Policy

Purpose:

Naas Academy is committed to ensuring inclusive, equitable, and personalized learning opportunities for all students, including those with learning differences, disabilities, or special educational needs. This policy outlines how the academy accommodates diverse learners through the support of AI tools, human facilitators, and adaptive educational practices.

1. Inclusive Education Commitment

Naas Academy ensures:

- Equal access to quality education for students of all abilities
- Learning environments that foster dignity, empathy, and independence
- Flexibility in instructional methods and assessments

2. Identification & Support of Special Needs

Upon enrollment, students may disclose any known learning disabilities, neurodivergent conditions (such as ADHD or autism), or physical impairments. Based on this:

- Academic advisors review relevant documentation or assessments
- A personalized learning support plan (LSP) is created for eligible students
- The plan outlines necessary accommodations, pace adjustments, and facilitator roles

3. AI-Powered Personalization for Diverse Learners

Dr. Naas, the AI tutor, provides adaptive learning by:

- Adjusting lesson difficulty based on real-time performance and attention patterns
- Offering multimodal content (audio, text, visuals, interactive tools)
- Repeating or breaking down content for slower-paced learners
- Allowing voice-based responses or keyboard alternatives for accessibility
- Integrating prompts, timers, and reminders for students with ADHD

4. Role of Human Facilitators and Advisors

Human facilitators:

- Collaborate with the AI system to interpret performance trends
- Provide emotional and academic support tailored to individual needs
- Regularly communicate with parents regarding progress and challenges
- Monitor that accommodations in the Learning Support Plan are effectively implemented

5. Accommodations and Modifications

Depending on the learner's needs, Naas Academy may offer:

- Extended time on quizzes and assessments
- Simplified or reduced assignments
- Alternative assessment formats (e.g., oral submissions)
- Frequent breaks during learning sessions
- Closed captions or transcripts for video/audio content
- Large-font or high-contrast text settings

6. Accessibility in Technology & Platforms

Naas Academy's digital platforms (LMS, AMS, and Dr. Naas AI system) are designed with:

- Keyboard and screen-reader compatibility
- Adjustable text size and visual contrast
- Captioned or narrated instructional materials
- Compatibility with assistive technologies

7. Parent & Student Collaboration

Naas Academy maintains close communication with families of students with special needs:

- Parents are involved in the development and review of learning support plans
- Students are encouraged to express their needs and preferred learning styles
- Progress reports include accommodation efficacy updates

8. Review and Continuous Improvement

- Learning support plans are reviewed every term or upon parental request
- Feedback from students, parents, and facilitators is used to refine AI models and support systems
- The policy is reviewed annually to align with evolving best practices and technology advancements

Technology Usage Policy (Students & Staff)

Purpose:

This policy outlines acceptable and responsible use of digital tools, AI platforms, and online learning environments at Naas Academy. It applies to all students, staff, and facilitators using the Learning Management System (LMS), AI tutor (Dr. Naas), and associated technologies.

1. Acceptable Use of Naas Academy Platforms

All users must:

- Use LMS, AMS, and AI tools (including Dr. Naas) for academic purposes only
- Respect intellectual property by not attempting to copy, alter, or redistribute content without permission
- Log in only with their assigned credentials and not share access
- Interact respectfully and professionally within all digital communication spaces (forums, chat, discussion boards)
- Use appropriate language and tone in AI and peer interactions

2. Device Compatibility & Technical Support

Naas Academy provides minimum system requirements:

- Compatible with Windows, macOS, Android, iOS (latest versions preferred)
- Stable internet connection (minimum 5 Mbps recommended)
- Compatible browsers: Google Chrome, Mozilla Firefox, Safari

Technical Support:

- A dedicated Help Desk is available via the LMS Help Center
- Issues related to login, AI tools, content access, or assignment upload must be reported immediately
- Scheduled maintenance notices will be shared in advance

3. Restrictions on Third-Party Tools & Extensions

For digital safety and system integrity:

- Installation or use of unauthorized third-party apps, VPNs, or extensions during LMS or AI platform use is strictly prohibited
- Any tools designed to bypass time tracking, assessments, or filter restrictions will be treated as academic dishonesty
- Only pre-approved educational applications integrated by Naas Academy are permitted

4. Screen Time & Digital Wellness Guidelines

To promote healthy digital habits:

- Students are encouraged to take a 5–10 minute break every hour during long study sessions
- Screen time should not exceed 5 hours of academic learning per day (unless enrolled in an accelerated program)
- Blue light filters or night mode are recommended for extended use
- Physical activities, eye exercises, and offline social interactions should be encouraged daily

Facilitators and parents are encouraged to:

- Monitor student posture, screen habits, and device ergonomics
- Report signs of digital fatigue, burnout, or mental stress

5. Violations & Consequences

Violation of this policy may result in:

- Temporary suspension of LMS or AI account access
- Notification to parents (for students) or HR (for staff)
- Written warning or disciplinary action for repeated or deliberate violations

6. Policy Acknowledgment & Updates

All users must sign a digital acknowledgment form upon enrollment/employment. The policy is reviewed annually, and updates are communicated through official LMS notifications.

Parent Involvement & Communication Policy

Purpose:

This policy establishes the principles and procedures for fostering effective communication and active collaboration between Naas Academy and parents/guardians. We recognize that meaningful parental involvement enhances student success, particularly in an AI-integrated online learning environment.

1. Monitoring Student Progress

Parents will have access to their child's academic performance and learning activities through the following tools:

- **LMS Parent Dashboard:** Real-time access to attendance logs, progress tracking, grades, and AI tutor (Dr. Naas) feedback.
- **Weekly Academic Reports:** Emailed directly to parents every Friday, summarizing learning goals, achievements, and areas for improvement.
- **AI Notifications:** Automated alerts for missed lessons, declining performance, or repeated errors in AI quizzes.

2. Communication Channels

Naas Academy provides multiple communication pathways for ongoing parent engagement:

- **Parent Portal (via AMS):** Centralized location for viewing announcements, academic records, and financial updates.
- **WhatsApp Groups (per class or cohort):** Moderated by facilitators for reminders, quick updates, and event notices.
- **Email Correspondence:** All formal communication, including notices, performance concerns, and scheduled events, is conducted through the parent's registered email address.
- **In-App Messaging (within LMS):** Allows parents to send direct messages to facilitators or academic advisors.

3. Parent Meetings & Support Sessions

- **Monthly Virtual Parent Meetings:** Held via Zoom or Google Meet to review class-wide academic progress, address concerns, and share new initiatives.
- **Quarterly Academic Reviews:** One-on-one online meetings between parents and academic advisors to discuss individual student progress.
- **Parent Orientation & Training:** All new parents must attend a virtual onboarding session to understand how to use the LMS, AI tutor, and monitoring tools effectively.
- **Workshops & Q&A Sessions:** Hosted bi-monthly to provide guidance on parenting in digital environments, academic stress, and learning strategies.

4. Parental Responsibilities

Parents are expected to:

- Regularly check the LMS dashboard and respond to AI and facilitator notifications
- Ensure students maintain a distraction-free learning environment at home
- Communicate any major health, emotional, or personal updates that may affect a child's learning
- Attend scheduled meetings and training sessions

5. Feedback & Continuous Improvement

Naas Academy encourages open communication and welcomes feedback from parents:

- Anonymous feedback forms are circulated each term
- Parent Council representatives meet with school leadership quarterly
- Suggestions are evaluated and incorporated into academic planning and system improvements where feasible

Fee Payment & Refund Policy

Purpose:

This policy outlines the tuition structure, payment schedules, refund procedures, and financial aid options at Naas Academy. It applies to all enrolled students and their parents/guardians to ensure financial transparency and accountability.

1. Tuition Fee Schedule

Naas Academy offers flexible payment plans:

- **Monthly Plan:** Payment due by the 5th of each month
- **Quarterly Plan:** Payment due at the start of each quarter (every 3 months)
- **Yearly Plan:** Payment due upfront at the time of enrollment

Invoices are generated and shared via the AMS (Admission Management System) portal. Receipts and reminders are automatically sent to registered parent emails.

2. Refund Policy

2.1 Course Withdrawal by Parent/Guardian:

- **Before Session Start:** 90% refund of paid tuition (excluding form/admission fees)
- **Within First 7 Days of Session:** 50% refund
- **After First 7 Days:** No refund

2.2 Course Cancellation by Naas Academy:

- Full tuition refund for the canceled course
- Option to transfer to an equivalent course without additional charges

Admission form and one-time registration fees are **non-refundable** in all cases.

3. Discounts, Scholarships & Family Fee Structures

Naas Academy encourages access to quality education through:

- **Sibling Discount:** 10% tuition reduction for each additional child enrolled from the same household
- **Merit Scholarships:** Awarded based on prior academic records or exceptional performance in Naas Academy assessments
- **Need-Based Financial Aid:** Limited slots available after submitting a financial disclosure and application form.

Discounts do not apply to registration, admission, or technology fees unless specifically mentioned.

4. Late Fee Policy & Account Suspension

- A **PKR 500** late fee will apply if payment is not made by the due date (monthly/quarterly/yearly)
- **Reminder notices** will be sent on Days 1, 5, and 10 after due date
- If fees remain unpaid **15 days** beyond the due date, access to the LMS and AI tutor (Dr. Naas) may be temporarily suspended
- Reinstatement is possible upon full payment including late fees

5. Payment Methods

Tuition and fee payments can be made via:

- Bank transfer (details provided in AMS)
- Credit/debit card (via secure AMS gateway)
- Mobile payment options (coming soon)

Naas Academy does not accept cash payments directly.

6. Financial Support Contact

For questions regarding fee payment, discounts, or refunds, parents may:

- Contact the Finance Office via email: **example@naasacademy.org**
- Raise a support ticket within AMS

Student Grievance & Appeals Policy

Purpose:

This policy ensures that all students at Naas Academy have access to a fair, transparent, and timely process to voice concerns or file formal complaints related to academic matters, technical issues, or interpersonal conflicts.

1. Scope of Student Grievances

Students may file grievances related to:

- **Academic issues:** Unfair grading, delayed feedback, assignment misinterpretation
- **LMS/AI Technical issues:** Errors in automated quizzes, AI tutor misunderstandings, loss of progress
- **Interpersonal concerns:** Inappropriate behavior by facilitators, peer conflicts, or bullying
- **General complaints:** Access barriers, accommodation needs, or delays in administrative support

2. Filing a Complaint

Students may initiate a complaint through the following steps:

- **Step 1:** Submit a complaint form through the LMS "Help & Support" section or via email to **example@naasacademy.org**
- **Step 2:** Clearly state the issue, include screenshots/evidence (if applicable), and suggest a resolution
- **Step 3:** Receive an acknowledgment within **48 hours** of submission

Complaints may be submitted by the student directly or by a parent on behalf of a minor.

3. Resolution & Investigation Process

- **Initial Review:** Assigned to a designated Grievance Officer or Academic Coordinator within **5 working days**
- **Interview (if needed):** The student and/or involved parties may be contacted for a virtual discussion
- **Resolution Outcome:** Written decision or resolution proposal provided within **10 working days** of filing

For interpersonal complaints, Naas Academy reserves the right to involve the Safeguarding Lead, depending on the nature and severity of the issue.

4. Appeals Process

If a student or parent disagrees with the outcome:

- **Step 1:** File a formal appeal to the Review Committee within **5 days** of receiving the initial decision
- **Step 2:** The appeal must include clear reasoning and any new evidence
- **Step 3:** The Review Committee (comprised of senior faculty, academic advisors, and one student representative) will assess the appeal
- **Final Decision:** Communicated within **7 working days** of appeal submission; this decision is final and binding

5. Special Notes on LMS/AI Errors

If a grievance involves LMS-related grading errors or AI-generated content:

- The technical team will review system logs and AI feedback reports
- Where proven, grades will be adjusted manually and student records updated
- Students will be given an opportunity to retake the affected assessment

6. Confidentiality & Anti-Retaliation

- All grievances and appeals are handled confidentially
- No student shall face retaliation for raising a valid concern
- Anonymous complaints may be investigated if sufficient evidence is provided

7. Support and Guidance

Students may seek help from:

- Their assigned academic advisor
- The LMS Help Center
- The Student Welfare Team (for emotional support or bullying-related complaints)

Safeguarding & Child Protection Policy

Purpose:

To protect students' safety and well-being in all learning environments, especially in the online setting. This policy outlines digital safeguarding protocols, reporting mechanisms, and the responsibilities of facilitators and counselors.

1. Commitment to Student Safety

Naas Academy is committed to maintaining a secure and supportive virtual environment. All staff, facilitators, and administrators share the responsibility of identifying and responding to signs of abuse, neglect, or exploitation.

2. Online Safeguarding Measures

To promote student safety in virtual learning, we implement:

- **Content filtering** on LMS and AI tutor interactions to block harmful, explicit, or unsafe material
- **Monitoring of chat logs**, discussion boards, and LMS activity logs
- **Restricted student messaging** to reduce risks of peer harassment
- **Mandatory Safe & Acceptable Use Policy (SAUP)** agreement signed by all students and parents
- **AI pattern detection** to flag concerning phrases or behaviors (e.g., emotional distress, bullying, self-harm references)

3. Recognizing and Reporting Abuse

Facilitators and staff are trained to:

- Identify warning signs of physical, emotional, or psychological abuse, including neglect or digital grooming
- Document incidents and observations using Naas Academy's Safeguarding Report Form
- **Immediately report any concerns** to the designated Safeguarding Lead via secure internal channels

Students or parents can also report abuse via:

- A private messaging feature within the LMS
- Emailing **safeguarding@naasacademy.org**
- Requesting a confidential virtual meeting with the Student Welfare Team

4. Roles and Responsibilities

- **Safeguarding Lead:** Oversees protection protocols, investigates reports, coordinates with local child welfare services when needed
- **Facilitators:** First line of detection for unusual student behavior, mood changes, withdrawal, or concerning communication
- **AI System (Dr. Naas):** Uses natural language processing to flag student inputs that may indicate red flags for self-harm, bullying, or distress. Alerts are escalated to human review.
- **School Counselors:** Provide emotional and psychological support. Can refer students to external professionals where necessary

5. Virtual Red Flags to Monitor

- Sudden drop in attendance or LMS interaction
- Repeated use of negative or distress-related language in AI chats
- Withdrawal from group activities or refusal to turn on camera (when required)
- Disclosures of harm, violence, or unsafe home environment
- Explicit language or content sharing via forums/chat

6. Response & Escalation Protocol

1. Concern raised or flagged by staff, AI, or student
2. Safeguarding Lead receives a written report within 24 hours
3. Initial internal investigation within 3 working days
4. If risk is confirmed or suspected, relevant authorities (e.g., child protection agencies) may be notified
5. Immediate action may include restriction of LMS access, welfare check, or parent conference

7. Training and Updates

- All staff and facilitators must undergo annual safeguarding training
- New staff receive orientation on child protection policies during onboarding
- Policy is reviewed every year in accordance with local and international laws (e.g., COPPA, GDPR)

8. Confidentiality and Documentation

- All safeguarding records are securely stored and accessible only to the Safeguarding Team
- Student privacy is respected, but confidentiality may be broken when a student's safety is at risk

Withdrawal, Transfer & Alumni Policy

Purpose

This policy outlines the procedures and expectations for student withdrawals, transfers, and post-graduation alumni engagement at Naas Academy, ensuring transparency, continuity, and long-term community development.

1. Student Withdrawal Procedure

- Parents/guardians must initiate the withdrawal process through the **AMS Parent Portal** or by submitting a formal email to the Admissions Office.
- The request should state the reason for withdrawal and the intended date of departure.
- An **Exit Interview** may be scheduled with the Academic Advisor to ensure smooth offboarding and receive feedback.
- Access to the Learning Management System (LMS) and AI Tutor (Dr. Naas) will be terminated within **7 business days** after the withdrawal confirmation.
- All outstanding fees must be cleared before the withdrawal can be finalized.

2. Transfer Guidelines (To or From Other Institutions)

a. Incoming Transfers to Naas Academy:

- Transfer students must complete the application form via **AMS**.
- Previous school records, including academic transcripts and behavior reports, must be uploaded for evaluation.
- Placement tests or assessments may be conducted to ensure proper academic alignment.
- Orientation and LMS onboarding are mandatory before the student can start classes.

b. Outgoing Transfers from Naas Academy:

- Upon written request and clearance of dues, the following documents will be shared electronically:
 - Official Academic Transcript
 - Attendance Reports (from LMS)
 - Portfolio of AI-generated progress summaries
 - Conduct/Character Certificate (if applicable)
- Naas Academy will respond to verification or transfer document requests from other institutions within **5 working days**.

3. Access to Transcripts & Records

- Parents and students can request academic records, progress reports, and attendance logs via the **AMS dashboard**.
- All student data is stored securely and in compliance with privacy laws (e.g., PECA, COPPA, GDPR where applicable).
- Transcripts and certificates are digitally signed and verifiable through our secure document authentication system.

4. Alumni Engagement & Opportunities

- Graduates of Naas Academy automatically join the **Naas Alumni Circle**, a virtual community that promotes lifelong connection and mutual growth.
- Alumni are eligible to:
 - Become **Brand Ambassadors** or **Mentors** for new students
 - Refer peers and receive referral discounts or recognition
 - Join webinars, career prep workshops, and guest speaker events
- Annual **Alumni Meetups** and newsletters help maintain engagement and share academy updates.

Review & Revisions

This policy will be reviewed annually and updated based on technological advancements, regulatory requirements, or community feedback.

Content Creation & LMS Usage Policy

Purpose

This policy outlines the standards, expectations, and procedures for faculty and staff responsible for developing, uploading, and maintaining course content within the Naas Academy Learning Management System (LMS). It ensures content quality, consistency, legal compliance, and alignment with the academy's AI-powered educational framework.

1. Scope of the Policy

This policy applies to:

- **Course developers, content creators, subject experts, facilitators, and instructional designers** involved in creating or curating digital academic material across all grade levels and departments.

2. Content Development Standards

Staff must adhere to the following when creating content for LMS delivery:

- **Curriculum Alignment:** All materials must align with Naas Academy's academic standards, scope and sequence, and AI-generated learning objectives.
- **Format Consistency:** Use approved templates for slides, quizzes, videos, and assignments. Follow formatting guidelines for fonts, spacing, and labeling.
- **Inclusive Design:** Content must be accessible to learners with different abilities. Use alt-text, closed captions, simplified language where appropriate, and color-contrast compliance.
- **Interactive Elements:** Incorporate AI-integrated quizzes, simulations, or discussion prompts where applicable to maximize engagement.
- **Tone & Language:** Professional, neutral, and free from bias, slang, or inappropriate references. Avoid political, religious, or cultural commentary unless contextually relevant.
- **Copyright Compliance:** Only use materials with proper licenses. Always credit original sources and avoid use of copyrighted media without permission.

3. LMS Content Upload & Maintenance

Staff are responsible for uploading and maintaining their content in the LMS:

- **Deadlines:** Weekly or unit-based content must be uploaded at least **3 days prior** to its scheduled release date.

- **Version Control:** Any edits or replacements to existing content must include a changelog or version note within the LMS editor.
- **Content Review Cycle:** All active courses will undergo review every semester for quality assurance and technical compatibility.
- **Backups:** Ensure backup copies of content are stored securely in the academy's cloud or local content library for redundancy.

4. Use of AI Tools in Course Development

Naas Academy encourages smart integration of AI for efficiency and personalization:

- **AI Tutor Collaboration:** Content should be optimized to allow seamless hand-off between human-created modules and Dr. Naas (AI tutor).
- **AI Co-Creation:** Creators may use approved AI tools to generate outlines, quiz banks, or explainers. However, **all AI-generated content must be human-reviewed** before publishing.
- **Plagiarism Checks:** AI-generated content must still be run through the academy's originality checker to avoid accidental duplication.

5. Prohibited Practices

Staff must avoid the following:

- Uploading incomplete, misleading, or unvetted content.
- Using third-party apps, browser extensions, or LMS add-ons without prior IT department approval.
- Sharing LMS credentials or giving editing access to unauthorized users.
- Bypassing LMS analytics or feedback loops to manipulate performance data.

6. Content Review & Feedback

- Course content may be reviewed by academic leads, quality assurance officers, or AI audit reports.
- Student feedback and LMS analytics will be used to guide improvements.
- Staff are expected to update lessons or assignments flagged for correction within **5 working days**.

7. Training & Support

- All content creators must complete **mandatory LMS and AI tool training** before being assigned course creation duties.
- Ongoing support is available from the LMS Support Team, Academic Coordinators, and the Instructional Design Unit.

8. Violations & Consequences

Failure to comply with this policy may result in:

- Temporary suspension of LMS access
- Mandatory retraining
- Revocation of content creation privileges
- Disciplinary action as per faculty code of conduct

Policy Review

This policy will be reviewed annually by the Academic Affairs & EdTech Committee to ensure it remains current with evolving technologies and pedagogical practices.

Student Mental Health & Wellness Policy

Purpose

Naas Academy is committed to fostering a safe, inclusive, and supportive learning environment where every student's mental, emotional, and social well-being is prioritized. This policy outlines how mental health and wellness are supported in a virtual learning environment enhanced by AI technologies and human facilitators.

1. Guiding Principles

- Mental health is essential to student learning, academic success, and overall development.
- Every student has the right to emotional safety and psychological support.
- Early identification, intervention, and collaborative care are key to positive mental health outcomes.
- Digital wellness and screen-time balance are integral to mental well-being in an online learning context.

2. AI & Human Roles in Supporting Wellness

Role of Dr. Naas (AI Tutor):

- Detects early warning signs through behavioral data such as sudden drop in LMS activity, missed deadlines, or irregular logins.
- Sends **automated nudges** encouraging students to take breaks, seek help, or complete mindfulness activities.
- Generates weekly **Wellness Snapshots** shared with academic advisors and parents (if required).

Role of Human Facilitators & Counselors:

- Monitor student emotional well-being through class interactions, 1-on-1 check-ins, and student reflections.
- Serve as **first responders** for any flagged concerns from the AI system.
- Refer students to **licensed school counselors or psychologists** for deeper support when needed.
- Conduct **emotional literacy** and stress management sessions through LMS or Zoom.

3. Wellness Support Structures

Proactive Measures:

- Mental Health Curriculum integrated into PSHE modules.
- Guided wellness activities via the LMS (journaling, gratitude boards, calming music).
- **Weekly wellness tips** sent via LMS and WhatsApp.
- Optional peer circles and virtual support groups moderated by facilitators.

Parent Collaboration:

- Parents are educated through webinars and handbooks on recognizing mental health signs.
- Parental alerts (in non-critical form) may be triggered when patterns of concern persist.

Confidential Counseling:

- Students can confidentially book time with licensed school counselors through the **Wellness Request Form** on the LMS.
- All sessions are confidential unless there is a risk of harm to self or others.

4. Screen-Time and Digital Wellness

- The AI system enforces scheduled **focus sessions with breaks**, recommending a 10-minute screen break every 50 minutes.
- Weekend LMS usage is discouraged unless during live classes or assignments.
- Promotes **digital detox days** where no graded tasks are assigned.

5. Crisis Management Protocols

- **Immediate flagging** of critical behavior (e.g., discussions of self-harm, suicidal ideation, abuse) to school counselors.
- Protocol involves notifying the child protection team, parents/guardians, and—if necessary—referral to external emergency services.
- LMS chats, AI logs, and facilitator reports may be used as documentation.

6. Inclusive Mental Health Support

- Culturally sensitive materials and support approaches that reflect the diversity of Naas Academy's student body.
- Specialized check-ins and accommodations for:
 - Neurodiverse students (e.g., ADHD, autism)
 - Students in difficult home environments
 - Children of migrant or displaced families

7. Review & Evaluation

- Policy effectiveness reviewed annually by the **Wellness & Student Affairs Committee**.
- Adjustments made based on AI feedback reports, student surveys, and counselor insights.

8. Student Responsibilities

- Engage respectfully with wellness tools and activities.
- Reach out when in distress—asking for help is a strength, not a weakness.
- Follow digital etiquette and wellness guidelines, including recommended screen-time practices.

AI Ethics & Transparency Policy

Purpose

Naas Academy uses Artificial Intelligence (AI), specifically Dr. Naas (our AI Tutor), to personalize education, enhance learning, and streamline administration. This policy ensures that AI use is **ethical, explainable, student-centered**, and subject to **human oversight**.

1. Core Principles of AI Use at Naas Academy

Our AI systems are developed and operated based on the following principles:

- **Transparency:** Students and parents are informed when AI is involved in tutoring, grading, scheduling, or alerts.
- **Fairness & Equity:** AI tools are trained and tested to reduce bias and support diverse learners fairly.
- **Privacy & Security:** AI operates in strict compliance with data protection laws (e.g., GDPR, PECA, COPPA).
- **Human Oversight:** No critical decision (grading, disciplinary flag, promotion) is made solely by AI.
- **Continuous Review:** AI decisions and patterns are regularly audited for accuracy and bias.

2. Where AI Is Used in Naas Academy

- **Personalized Learning:** Dr. Naas adapts lesson difficulty and pacing based on each student's interaction, test results, and performance analytics.
- **Assessment Support:** AI helps generate quizzes, auto-grades objective sections, and gives formative feedback on written responses.
- **Behavior & Wellness Monitoring:** Tracks LMS activity patterns to detect disengagement, burnout, or potential red flags.
- **Administrative Suggestions:** Recommends schedules, resources, and learning paths to facilitators.

3. AI Decision-Making Transparency

What students & parents are told:

- When an answer is graded by AI, students see an **"AI-graded"** tag with the option to **request human review**.
- When learning paths or lesson difficulty are adjusted, students are notified of the change and rationale (e.g., "Lesson adapted based on recent quiz performance").

Human Review Options:

- All **quiz retake requests** or **grade disputes** involving AI are escalated to facilitators or academic coordinators.
- Facilitators **review a random sample of AI-generated feedback** weekly for quality control.

4. Ethical Considerations in AI Use

Naas Academy does **not** allow the AI to:

- Make decisions regarding **disciplinary action** (e.g., plagiarism, harassment) without human investigation.
- Track or analyze **student webcam feeds** or audio recordings.
- Send automated mental health alerts without **counselor review**.
- Make decisions based on non-academic data (e.g., religion, gender, location, or social media activity).

5. Oversight, Accountability & Auditing

- The **AI Oversight Committee**, including tech leads, ethics advisors, and educators, meets quarterly to review:
 - Bias audits
 - Complaint trends
 - Performance of AI recommendations
- **Annual transparency reports** summarize how AI systems impacted learning and student success. These are made available to staff and parents.

6. Student & Parent Rights

Students and parents have the right to:

- **Request human review** of any AI-based grading or feedback.
- **Opt out** of specific AI-based personalization features (subject to academic advisor guidance).
- **Request a record** of data processed by AI on the student's learning patterns or progress.
- Be informed of any **changes to AI systems** that may significantly affect learning or performance.

7. Policy Updates & Review

This policy is reviewed annually to reflect:

- Changes in technology and AI capabilities
- Evolving ethical standards

- Feedback from the Naas Academy community

Any significant updates are communicated via LMS and the parent portal.

Curriculum Policy

1. Purpose

The Curriculum Policy outlines the academic structure, content sources, delivery methods, and evaluation standards of Naas Academy. It ensures alignment with global educational benchmarks, Islamic values, and the principles of AI-enhanced, personalized learning.

2. Curriculum Framework

Naas Academy follows a **blended academic framework** consisting of:

- **McGraw Hill Courseware** for core subjects (English, Math, Science, Social Studies)
- **Islamic Curriculum** covering Qur'an studies, Islamic history, Fiqh, and Akhlaq
- **AI-driven personalization** by Dr. Naas to adapt pacing and reinforce concepts
- **Digital skill-building modules**, including coding, AI literacy, and digital citizenship
- **Project-based learning** and capstone projects in higher grades

3. Curriculum Objectives

Our curriculum aims to:

- Deliver **globally recognized academic standards** through McGraw Hill's structured content
- Instill **Islamic ethics and values** rooted in authentic sources
- Foster **critical thinking, creativity, and communication**
- Support **individual learning paces** through AI feedback and adaptive learning
- Prepare students for **higher education and digital futures**

4. Content Sources & Alignment

Component	Source	Alignment
Core Subjects	McGraw Hill Courseware	U.S. Common Core / NGSS
Islamic Studies	Approved Islamic Courseware	Authentic, non-sectarian Islamic education
AI Modules	Internal AI & LMS Content	Aligned with EdTech and digital skills standards
Electives & Skills	Curated digital resources	Based on demand & 21st-century competencies

5. Role of AI (Dr. Naas) in Curriculum Delivery

- **Lesson personalization** based on student performance and quiz results
- **Smart pacing suggestions** to slow down or accelerate learning
- **Learning path recommendations** for review, enrichment, or intervention
- **Integrated feedback** and suggested resources during assignments

Human facilitators validate and oversee AI decisions to ensure accuracy and fairness.

6. Integration of Islamic Values

- **Dedicated Islamic modules** run parallel to core subjects
- Values such as honesty, respect, gratitude, and responsibility are **infused into all subjects**
- Weekly **Tarbiyah sessions** are conducted to nurture emotional and spiritual well-being
- Integration of **Islamic examples** in science, history, and character development topics

7. Grade-Level Progression & Structure

- Each academic year is divided into **two semesters**
- Subjects are delivered through a combination of:
 - AI-led sessions
 - Live virtual classes
 - Self-paced LMS lessons
- Students are expected to complete **minimum mastery** levels in each unit to progress

Progression is monitored via:

- LMS analytics
- AI assessment reports
- Teacher evaluations

8. Assessment & Review

- **Formative assessments** through AI quizzes and interactive modules
- **Summative evaluations** including projects, unit tests, and final exams
- **Rubric-based grading** for writing and Islamic assignments
- **Parent-teacher meetings** and **AI-generated progress reports** every 6–8 weeks

9. Curriculum Review Process

- Reviewed **annually** by the Curriculum Committee
- Updated based on:
 - International academic trends
 - Student performance data
 - Parent feedback

- Religious scholar consultation (for Islamic modules)

10. Curriculum Adaptation for Special Needs

- AI detects and suggests pacing adjustments for students with learning differences
- Content modifications and extended time options available
- Audio-visual lessons and **simplified reading versions** used when necessary
- Islamic lessons offered in **bilingual formats (e.g., English/Urdu)** where needed

11. Stakeholder Communication

- Curriculum outlines shared with parents via LMS and Parent Portal
- Orientation sessions for new parents
- Curriculum changes or major updates are communicated via official announcements

12. Policy Review

This Curriculum Policy will be reviewed annually by the **Academic Affairs Committee** and updated as required to reflect the evolving needs of Naas Academy's students, technological advancements, and educational best practices.