

# Creating an AI Policy for Your Organization: Insights from St Stithians College

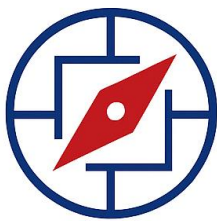
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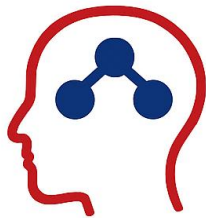
Approximately a 4-minute read

PBC Group website article: <https://pbcgroup.co.za/?p=1704>

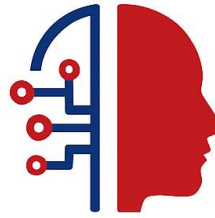
PBC Group LinkedIn article: <https://www.linkedin.com/pulse/case-study-creating-ai-policy-your-organization-from-pretorius-yralf>



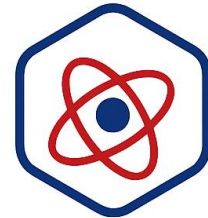
**Strategic  
Compass**



**Human-  
Centered AI**



**Ethical  
Reflection**



**Adaptive  
Framework**

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## A Case Study and Support from PBC Group

Artificial Intelligence (AI) is reshaping industries, including education. Developing a comprehensive AI policy is essential to harness benefits responsibly while managing risks. St Stithians College's example balances innovation, ethics, and practicality. Drawing from their approach and PBC Group's expertise in strategic transformation, governance, and responsible AI, this guide offers a practical framework to craft inclusive, ethical AI policies aligned with organizational goals.

### Step 1: Form a Dedicated AI Research Team

St Stithians College began by assembling a cross-functional AI research team to explore AI's global and local impact in education. The team engaged staff, students, and parents, culminating in a 33-page report titled *A Guiding Document on Generative*

*Artificial Intelligence* (July 2023). Their focus was ethical AI use, professional development, and to explore AI's educational impact, producing a guiding document emphasizing ethics, training, and data governance.

**Practical Tip:**

- Create a diverse AI task force drawn from IT, HR, operations, leadership and external service providers, tasked with researching AI trends and stakeholder needs.
- Use surveys, focus groups, and expert consultations to gather data specific to your context.

**Step 2: Establish Ethical and Inclusive Guidelines**

Rather than banning AI, St Stithians promotes responsible use, ensuring AI supports human efforts. Their approach aligns with global standards, including UNESCO's *AI and Education: Guidance for Policymakers* (2021) and the European Commission's ethical guidelines (2022).

**Practical Tip:**

- Develop clear ethical principles prioritizing transparency, fairness, and inclusiveness.
- Address risks such as data privacy and bias.
- Adopt best practices from frameworks like the EU AI Act (2024) and the University of Buckingham's *Ethical Framework for AI in Education* (2021).
- Prioritize transparency, fairness, and inclusion, address privacy, bias, and equitable access.

**Step 3: Invest in Training and Capacity Building**

The college equipped staff and students with skills in prompt engineering to utilize AI effectively while reducing risks related to poor output quality. Digital learning coaches facilitated comprehensive training sessions across the school, supporting early adopters and easing concerns among more hesitant staff. Plans involved teaching students prompt engineering techniques to help them overcome issues such as the "Garbage In, Garbage Out" phenomenon.

**Practical Tip:**

- Invest in skill-building to raise AI literacy tailored to your sector's needs.
- For example, train educators in AI-assisted lesson planning or businesses in automating routine tasks.

- Invest in tailored AI literacy and practical skills development through expert partnerships, to bridge skill gaps.

#### **Step 4: Engage Stakeholders for Comprehensive Input**

St Stithians actively involved parents, students, and tech experts via webinars and are forming an AI advisory panel. Surveys showed enthusiastic student adoption balanced with ethical concerns, informing a responsive policy reflecting diverse perspectives.

##### **Practical Tip:**

- Involve diverse stakeholders through surveys, workshops, and advisory panels. This builds trust and ensures policies address real-world ethical and access concerns.

#### **Step 5: Develop a Customized AI Policy**

St Stithians' policy blends global expertise and evaluation tools to ensure strategic, secure AI adoption. The AI policy team representing multiple schools crafted the *Saints AI Policy*, guided by global and local expertise including Code.org's AI Guidance Toolkit (2023). They implemented evaluation instruments to assess AI tools for security, cost, and relevance, ensuring sustainable adoption.

##### **Practical Tip:**

- Tailor policies with clear tool-selection and security criteria; review regularly. Draft them specific to your mission and operations.
- Include criteria for AI tool selection, data security, and alignment with objectives.
- Set up an evaluation framework and update policies regularly.

#### **Step 6: Cultivate a Culture of Innovation and Caution**

St Stithians encourages AI as a teaching aid, not a replacement. Teachers align AI with pedagogical best practices. The college also declines certain beta testing offers to safeguard data, embracing innovation cautiously. Their hashtag, #HIB4AI (Human Intelligence Backed by AI), captures this balance.

##### **Practical Tip:**

- Foster a culture where AI complements human expertise. Promote experimentation guided by strict privacy and security standards. Prioritize tools offering unique, additive value.
- Promote AI complementing human expertise within rigorous privacy and security oversight.

#### **Step 7: Continuously Monitor and Adapt**

Given rapid AI evolution, ongoing policy updates and feedback loops keep strategies relevant. With over 2,000 new AI tools introduced weekly, St Stithians' policy evolves through continuous feedback and training to stay relevant and effective.

**Practical Tip:**

- Build in review cycles, gather ongoing feedback, and monitor AI trends to keep your policy agile and up to date.
- Implement regular policy reviews and stakeholder feedback mechanisms.

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**How PBC Group Can Empower Your AI Journey**

PBC Group brings strategic insight, robust governance, and ethical AI expertise to guide organizations through complex AI adoption challenges. Their offerings that integrate seamlessly with AI policy development include:

- **Strategic Business Transformation:** Fix operational inefficiencies, align human resources, and accelerate sustainable growth with strategies that endure, ensuring your AI initiatives align with broader business objectives.
- **Robust Corporate Governance & Oversight:** Build trust with strong governance frameworks ensuring integrity, oversight, and regulatory compliance, protecting your organization's reputation as you innovate.
- **Responsible AI & Ethics:** Deploy AI responsibly with solutions like the *Ethical AI Oversight Suite™* and *AI Risk & Accountability Framework™*, helping to embed human-centred ethics and governance in AI strategies.
- **Organizational Renewal & Realignment™** and **Enterprise Performance Diagnostics™:** Assess and realign your organization's capabilities and culture to support efficient and ethical AI integration.
- **Boardroom Integrity™** and **Governance Forensics™:** Enhance boardroom oversight and forensic governance to manage AI-related risks proactively.
- **The Human Layer of AI Ethics™:** Ensure human intelligence remains central to AI implementation, preserving ethical decision-making and governance. By partnering with PBC Group, organizations receive comprehensive support to design, implement, and sustain AI policies that balance innovation with ethics, compliance, and performance. This integration helps ensure AI adoption delivers strategic value while managing risk responsibly.

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**Conclusion**

Creating an AI policy requires careful research, ethical clarity, inclusive engagement, and continuous adaptation. The journey of St Stithians College, combined with PBC Group's expertise in strategic transformation, governance, and responsible AI, offers a powerful blueprint. Organizations can leverage these insights and capabilities to harness AI as a force for positive, ethical, and sustainable growth—where human intelligence leads the technology responsibly. This integrated approach ensures AI empowers human intelligence, fuelling sustainable, ethical innovation.

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Lead your institution by setting clear, ethical AI policies. Equip staff and students, engage your community, and partner with experts to harness AI for learning—safely and fairly. The time to act is now.

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 Visit <https://za.linkedin.com/company/pbc-group-pty-ltd-south-africa>

Contact Etienne Pretorius to schedule a consultation.

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