



AMERICAN SCHOOL OF LEADERSHIP

School Management Plan

Approved by the
Chief Executive Officer

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Introduction

The School is committed to providing quality service related to the operation, cleaning and utilization of the School's facilities onsite and online. We work with the community and external organizations to develop and improve methods and strategies utilized to meet the needs of our stakeholders.

Our primary role is to provide a safe and comfortable environment for all members of the School.

Objective, Committee and Timeline

The purpose of this plan is to set the parameters, policies and directions for the development of the campus, systems and general infrastructure.

ASL Led by its CEO and Principal are responsible for oversight of the writing, development, implementation and revision of the following plan.

Revision is scheduled every two years unless need arises, such major changes for example accreditation or Commission obligations.

Authority

Evacuation: In case of emergency or evacuation at the onsite location, the Operations Director will be responsible for accounting for people, notifying families, delegating work to staff for additional help.

Bomb threat: In case anyone at the onsite location or building suspects a bomb threat they should call 911 and inform the campus director and building manager.

Medical Emergency: please call 911 immediately, then call for help, if needed start CPR while waiting on EMT.

Inspection of Facilities: the campus Director is responsible for inspection of facilities and assigning a technician or specialized company to inspect equipments. Any facility outside of the ASL suites are the responsibility of the building manager including fire safety, elevators, sprinkler systems, trash removal...etc

Facility Inventory & Insurance

This plan applies to the following School facilities and Equipment:

<u>Name</u>	<u>Street Address</u>	<u>Town</u>	<u>Phone</u>
1. ASL Offices	7380 W Sand Lake Rd, Suite 500, Orlando, FL 32819		407-801- 5140
2. ASL Campus	Online/Virtual		

The onsite office is insured annually for liability, disaster recovery and terrorist threats. The VP is responsible for maintaining the plan and updating/revising according to the growth of the school.

Functions

In the event of a disaster, the functions of the administrators are to:

- provide emergency notification as quickly as possible,
- provide initial identification and counts of employees,
- assign employees to specific emergency tasks,
- provide continuous information to emergency personnel,
- communicate with the employees and families.

Financial Analysis

The School will maintain its ongoing financial operations, which includes a financial review by its accountant once a year (February/March) and Financial Audit by a Certified Public Accounting Firm dealing with Educational Entities (May/June).

All financial reports and budget accommodate facilities and equipment, the budget is finalized annually before the end of the year while reports are bi-annual to review and edit to accommodate the School operational structure at that point of time.

Resources

The Institute provides the resources needed to accomplish its mission, including but not limited to—facilities conducive to operations of online teaching and learning; online instructional support such as the e-library and access to networks of resources through its memberships with FLVS, USDLA and vlearn; and leadership through its officers and directors.

The Institute's financial statements indicate that it has adequate financial resources to securely deliver its educational programs and services through well maintained facilities open for improvement.

ASL does not have any debts or loans which makes investment possibilities very possible, be it loans from banks or donations or company investment in upgrades of equipments and plants.

Budget

Facilities, Equipments and Supplies are important items of the strategic plan and budgeting process.

They range from: Buildings, Systems, Onsite Equipments, Online Servers, administrative supplies. They are distributed in the detailed budget as such.

Physical Safety plan

General Safety Procedures

1. Emergency Phone Number: 911
2. Wear appropriate clothing and Personal Protective Equipment (PPE) for the work being done.
 - a. Wear rubber gloves when cleaning washrooms or locker rooms or when using toxic chemicals.
 - b. Wear safety glasses or goggles when working close to liquid chemicals or when using hand tools.
 - c. Wear steel toe shoes or boots when operating lawn mowing equipment.
 - d. Wear hard hat when working beneath objects that may fall.
 - e. Wear approved helmet, apron, and gloves when welding
3. Follow manufacturer's instructions when mixing chemicals. Always mix chemicals in a well-ventilated area with spill protection.
4. Always read the Material Safety Data Sheet (MSDS) prior to working with new products for the first time or whenever there are questions about how to properly handle the material. MSDS will be available in the Maintenance Office and in each facility where the materials are used.
5. NEVER ever use chains and padlocks to secure exit doors. Security is of great importance. Students and staff will prop doors open and create other nuisances, but in the interest of safety, exit doors must function properly.
6. Always use proper lifting techniques when lifting heavy objects. Lift with the legs. Keep the back straight. Do not twist the body and lift at the same time. Request assistance.
7. The Lock-Out Tag-Out system will be utilized whenever working on electrical circuits.
8. Do not use tools that are broken or that have missing guards, shields, or other protective components. Report broken tools to the Maintenance Supervisor.
9. No employee is authorized to operate district owned or leased motor vehicles without first completing the district defensive driver training program.
10. All maintenance department employees shall complete asbestos training within 60 days of hire as required by federal law.
11. No employee shall attempt to perform tasks for which he or she has not been trained and authorized to perform by the Maintenance Supervisor.

Power Outage

If you are in the office or classroom and you witness power outage, call in the campus director and leave the site in orderly fashion.

If power outage happens before start of classes, call in students and faculty, communicate the information and let them know when they can return safely to class.

Chemical Hazards

Use, Storage and Disposal of Chemicals:

Toxic, flammable, or otherwise hazardous chemicals are most commonly encountered in the custodial closets, kitchens, science laboratories, and storage rooms. It is very important to know how to use, store and dispose of chemicals and other hazardous substances used by technicians in their areas of responsibility. Safety precautions and guidelines for each of these three aspects of safe practices for chemicals are presented next.

Chemical Use:

No one should use any substance, even household products, without understanding what dangers exist and how to use the product safely. Chemical substances should be used only in the manner and for the purpose for which they were intended. Before using any chemical, the technician should learn about possible hazards, disposal and emergency treatment measures, and handling procedures. All of this information can be found on either the label on the product or its Material Safety Data Sheet (MSDS), which will be available at each site for all chemicals. The major safety precaution to take when working with chemicals is to avoid contact as much as possible. This can be accomplished in many ways. Among the points to remember when working with chemicals:

- Avoid using hazardous chemicals for any task that can be done some other way.
- If you must use a hazardous substance, always wear protective clothing (gloves, goggles, shoes) as appropriate.
- Mix chemicals only in approved combinations and to the proper dilution levels.
- Prepare mixtures in a safe area.
- Do not splash or spill liquids.

Chemical storage:

Proper storage of chemicals can avoid many accidents. Certain chemicals should not be stored near each other, because of the risk of combining fumes or spills. For example, bleach and ammonia may leak or evaporate from improperly sealed containers. If these fumes combine, they react to form an extremely toxic gas. Acids with alkalis, and chemicals with petroleum products such as cleaning liquids, are also hazardous combinations. Other points to note about chemical storage:

- Never transfer chemicals into an unlabeled container.
- Store potentially flammable chemicals in approved containers and areas. NEVER store chemicals in electrical, mechanical, or boiler rooms.
- Keep chemicals away from sources of heat, such as furnaces or sunshine.
- Chemical storage areas should not be crowded and should have a systematic, easy to reach arrangement.

Chemical Disposal:

Improper disposal of substances such as cleaning chemicals used on the job can cause serious problems. Material Safety Data Sheets contain information about the safe disposal procedures for the chemical substances used. Some general rules to follow:

- Never flush corrosive or volatile materials into the sewage system.
- Always discard unused portions of mixed chemicals unless information on the label specifically states the mixture may be kept for later use. If this is done, label and store the mixed solution properly.
- In case of spills properly dispose of materials used to clean up spill.

Fluorescent Light Bulb Recycling

Most fluorescent and mercury lamps are hazardous and require special handling. Nationwide, there are over 600 million lamps discarded each year. Until recently, regulations have made it difficult and expensive to properly manage used lamps and most end up in municipal landfills. Now the USEPA has included mercury lamps in the Universal Waste Rule (UWR), a new federal regulation that reduces the cost and regulatory burden on generators who recycle.

Do not throw fluorescent light bulbs in School dumpsters/ Follow the guidelines to properly dispose of them.

Electrical Hazards

Working with electricity can be a shocking experience for those not familiar with the hazards of this area. Besides the risk of electrical shock, many fires are caused by electrical misuse or malfunction. Receiving proper training and paying careful attention to safety precautions are important for any tasks involving electricity. Electricity is encountered throughout any School building. Particular electrical hazards occur in kitchens, workshops, and machine rooms. However, it is also possible to find such common hazards as damaged cords or equipment in areas where they might be overlooked – for instance, lounges and offices. The technician should be alert for such potential problems throughout the School. Coffee pots, hot plates, and microwave ovens are common hazards. Equipment with heating elements should be carefully monitored and not left unattended. Electrical hazards also exist any time a technician uses or services a vacuum, power tool or other piece of equipment. An understanding of what happens as a result of carelessness with electricity may help avoid electric shocks.

Electric current flows through the path of “least resistance.” This path can be the human body, such as happens when a defective piece of electrical equipment is handled when standing on a wet surface. The risk of shock is lessened by the use of a grounding plug or wire, which provides a better path. Insulating the body, such as by wearing rubber gloves or rubber soled shoes, also helps. Here are some general points to remember about electrical safety:

- Never use defective equipment, or equipment with a cracked, frayed, spliced, or worn electric cord or missing the grounding plug.
- Always grasp the plug, not the cord, to unplug equipment.
- Outlets with Ground Circuit Interrupt (GFI) protection devices should be available for use in all areas around water supplies and in damp areas.
- Always use GFI outlets for tasks involving electrical equipment when they are available
- Never use electrical equipment around liquids, unless designed for this.

Fire Hazards

Fire safety means both preventing fires and taking the correct steps if a fire should occur. Fire prevention is the responsibility of all building occupants, but the maintenance staff has a special role to play. Good custodial housekeeping practices (for example, keeping litter and debris out of buildings, cleaning equipment, and vents properly) are important precautions to take against fire hazards. The State Fire Code under RSA 153:5 regulates many safety practices in a School. Briefly, the code covers fire resistance ratings of building materials, use of smoke detectors and fire alarms, storage of flammable and combustible materials, required means of egress and other related topics. Areas that often contain fire hazards are storage rooms that tend to accumulate trash, equipment rooms, furnace rooms, and the custodial closet. The custodian is in a unique position to recognize and eliminate potential fire hazards in many of these areas. Any time a problem is noted, the custodian should notify either the maintenance supervisor or a School administrator. Custodial tasks can sometimes affect the level of fire resistance of an area. In many cases, the structural integrity of all or part of a building is necessary for adequate fire protection. School staff members should never cause holes in partitions or doors, mar the surface of walls, floors, and floor coverings, or create gaps between frames and windows or doors without considering whether a possible fire hazard will arise. Damage is not the only way a fire hazard relating to building structures can be unintentionally created. By not using built in safeguards properly, the risk of fire damage is greatly increased. You should NEVER leave fire doors open, wedge smoke doors so automatic closing cannot occur or prop open doors or lids on flammable storage cabinets. The same is true for exit doors. There is never any justification for blocking routes of egress or for chaining exit doors, no matter how inconvenient a situation may be.

Four major sources of fire hazards are lightning, electricity, human carelessness, and chemical combustion. Lightning cannot be prevented, but its effects can be minimized by keeping buildings in proper shape. There are many other things the technician can do to eliminate many of these other hazard sources.

- Watch out for defective outlets and be sure they are not used until repaired.
- Never overload a circuit with extension cords or multiple outlets, and report any
- overloads that are noticed.
- Store flammable and combustible materials in approved containers, cabinets, or
- rooms.
- Debris should never be allowed to accumulate. Flammable materials and gas-
- powered equipment shall not be stored in electrical or mechanical rooms.
- Cleanliness is important in fire hazard areas such as electrical and mechanical
- rooms. Dust can be flammable so should be removed from surfaces and
- equipment frequently.
- Use extreme caution around fuel storage tanks. Any spark, or flame near
- damaged or defective valves or regulators could cause explosion as well as fire by

- igniting fumes that may have leaked out.
- Keep electrical equipment in good shape. Report strange noises or other unusual events observed about fan belts, gears, or any other part of a piece of equipment.
- Report any suspicious signs, such as a “burning smell”.
- Hallways, aisles, and doorways must never be restricted or blocked by objects that prevent fast exit in case of emergency.
- Know what actions to take in case of fire. Prompt action can save lives and property.

Fire Extinguishers

All maintenance staff members shall receive annual training in the proper use of fire extinguishers.

If taking the time to use a fire extinguisher could put a life in danger.... DON'T.

If you must use an extinguisher remember the PASS method:

- Pull the pin
- Aim the extinguisher nozzle at the base of the flames.
- Squeeze the trigger while holding the extinguisher
- upright.
- Sweep the extinguisher from side to side, covering the
- fire with the extinguishing agent.

Physical Hazards

Another important area for safety awareness is in physical activity, such as lifting heavy loads and working on a ladder. Physical hazards occur most frequently wherever the technician is working. Wherever a ladder, mop, tools, or other equipment is used, there is potential for accidents for either the technician or others. Stairs, hallways, mechanical or boiler rooms, and School grounds are all likely places for tripping, falls, or cuts. Many back injuries, broken bones and wounds could be avoided through awareness, carefulness, and proper training. There are many job factors in which the technician can change or improve to help avoid this type of hazard. In this section, we will discuss lifting techniques, slip and fall hazards, ladder and stairway safety, power and hand tool safety and also dealing with the heat.

Proper Lifting Technique:

1. Size up the load. If too heavy to handle easily, get help or the proper equipment (such as a hand truck). Delaying the job a few moments to get assistance is better than risking an injury.
2. Check the route. Decide the safest path to take with the load; see that the way is clear; be sure that where the load will be placed is ready.
3. Get a firm footing and take a good grip—feet a little apart for good balance, one beside and one behind the object; keep back straight and aligned with the neck; bend knees, allowing legs instead of back to support the weight; grip the object

with the whole hand including palms—not just the fingers.

4. Keep the load close to the body. tuck arms and elbows into the body, and center all body weight over the feet. Lift with a steady thrust, starting with the rear leg.

5. Never twist the body. Move the feet to change direction.

6. Bend knees to put down the load. Be sure fingers are not caught underneath the object as it is put down.

7. Wear proper protective gear, such as gloves, protective foot gear and other clothing, if the load requires special handling. For instance, wear protective gear when carrying liquid chemicals in containers that may leak, or objects with sharp edges.

8. When help is required to move a load, teamwork should be practiced and one person should call the signals.

REMEMBER:

- PUSH, don't pull
- MOVE, don't reach
- SQUAT, don't bend
- TURN, don't twist

Back Supports Help:

- Support lower back and abdominal muscles
- Reduce fatigue
- Improve lifting posture
- Act as a reminder
- Back Supports DO NOT Make You Stronger

Slipping and Falling Hazards:

Most floors and other surfaces look safe. Each year however, thousands of accidents occur by falling or slipping. Falls are the second most common cause of fatal injuries. The technician must be aware of many factors that cause slipping and falling -- either of the technician or others in the School.

1. Clothing can cause falls of inappropriate for the job. Clothing should not be too long or loose. Shoes should be slip resistant, preferably with rubber or other grip type soles. Sandals, clogs, or flip-flops are NOT allowed on the job.

2. Be alert. Watch for things that can trip persons, such as wires, cords, litter, or equipment in the aisles and walkways. This is important both inside buildings and on the grounds. When possible, remove or rearrange such objects so they are not in the way.

3. Wet floors cause a particular hazard. When cleaning floors, place a “caution wet floors” sign to warn people using the area. Added protection is gained by roping off the area whenever possible. Floors should be cleaned when traffic is lightest and should be

dried as soon as possible. If the task calls for walking on a wet surface, the technician should place feet carefully and move slowly.

4. Spills and leakage from trash barrels or bags can create another problem situation. Empty a leaking trash container and clean up the spill as soon as possible.

5. Falls are commonly caused by tripping over obstacles in walkways. The technician can thoughtlessly create this type of hazard for others on the School grounds. All equipment and supplies should be stored properly, out of the walkways. Never leave tools or equipment lying around if they are not actually being used.

Stairway and Ladder Safety:

Working at a distance above the ground also creates a potential falling hazard. There are many custodial tasks that require the use of a ladder, scaffold, or other type of support. Stairways and ladders are among the most frequently used items on the job. Routine use of stairs and ladders can lead to carelessness. Accident figures show that traveling up and down stairs is not always as safe as it looks. Safety on ladders and stairways at your involves understanding what they were designed for and how to use them. Custodial staffs have a six, eight or ten foot stepladder and an extension ladder to assist them with the many job tasks.

SAFETY FIRST!

NEVER use a support that was not specifically designed for such use.

That is, use a stepladder not a chair.

One common portable ladder is the stepladder.

Stepladders:

Stand by themselves

- Are not adjustable in length
- Have a hinged back
- Have flat steps that are 6 to 12 inches apart
- Open at least one inch for each foot of the ladders length.

Rules for using stepladders safely:

- Make sure ladder is fully open and the spreaders are locked.
- Do not climb, stand or sit on the top two rungs.

Another common portable ladder is the extension ladder.

Extension ladders:

Lightweight and durable

- Adjustable in length
- Made up of two or more sections that travel in glides or brackets
- At least 12 inches wide

- Not longer than 24-foot per section
- Rules for using extension ladders safely:
- Have a co-worker help you raise and lower the ladder
- Never raise or lower the ladder with the fly section extended
- Be sure to secure or foot the ladder firmly before extending it
- Set up the ladder with about three feet extending above the work surface

When using an extension ladder figure out and use the right set up angle or pitch. The distance from the foot of your ladder to the base of what it is leaning against should be about one fourth of the distance from the ladders top support to its bottom support

Inspection and Maintenance of Portable Ladders:

Ladders must be kept in good condition at all times. They need care and cleaning, especially when used in oily or greasy areas or left outside. Regular inspections will help make sure ladders are safe. Check each ladder in these ways:

- Look for broken or missing steps or rungs.
- Look for broken or split side rails and other defects.
- Feel for soft areas on wooden ladders.
- Check for rust or weakness in the rungs and side rails of metal ladders.
- Check fallen or misused ladders for excessive dents or damage.
- Tag defective ladders and remove from service immediately to prevent any accidents.

General Safety Tips for setting up and using portable ladders:

- Make sure the ladder will be standing on a firm level surface.
- Try not to set a ladder up in a passageway. If you must use a ladder in a passageway, set out cones or barricades to warn passers-by.
- Never place a ladder on an unstable base for more height.
- Use both hands for climbing.
- Hoist your tools if carrying them would keep you from using both hands.
- Don't stretch in order to reach something. Climb down and move your ladder.
- Use wooden or fiberglass ladders for electrical work or in areas where contact with electrical circuits could occur.
- Only one person should be on a ladder at any time. Whenever possible have an extra person hold the ladder steady.
- Do not use a ladder for anything other than a ladder.
- Stairways: A stairway is a series of steps and landings that has four or more risers.
- Stairways let you move from one level to another. Most stairway accidents occur because technicians do not realize the hazards of climbing stairs. Some common causes
- of stairway accidents are dangerously high stairways, poor lighting, poor housekeeping,

- and slippery or greasy steps. Some simple work practices will help you climb stairs
- safely:
- Pay close attention as you climb. On the way down look for the leading edge of
- each step.
- On poorly lit stairways be extra careful and take your time.
- Always use railings and handrails.
- Use the safe platforms provided when working on stairways.
- Clean up cluttered or slippery steps.

Using ladders and stairways properly is an important part of safeguarding your health. Choose the right ladder for each job, follow the basic rules for using it safely and perform regular inspections and maintenance. On stairways, pay close attention while you climb, use the handrails and help keep steps clean and free of clutter. Taking just a little extra care will enable you to climb stairways and ladders safely and with confidence.

Evacuation

In the case of Emergency and Fire alarm sounding, all employees and students should evacuate the building in an orderly fashion following the exit signs of the building marked in the front and rear of the building.

Severe Weather Emergency

Severe Thunderstorms: do not use the telephone, stay away from windows and doors, keep the use of electrical devices to a minimum.

Tornadoes: Tornado Watch does not require taking shelter. If a warning is issues, shut off electrical equipment and take shelter immediately, do not go outside, move away from doors and windows, get as close to the floor or under a table or desk.

Hurricanes: If a Hurricane Warning is issued (this means winds more than 74 mph are expected to hit the area within 48 hours), contact the campus director

Flooding: A flood warning means flooding is imminent. Contact the campus director

Online Safety- Disaster Recovery

Responsibility

The IT Director is responsible of oversight over all IT Systems, Data, Backup and Recovery.

A Master password is provided to key officers: the CEO, School Principal and COO.

Contact Information:

IT Director	Mehdi Kahlaoui	mehdi@aulm.us /+212661537367
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CEO	Anass Lahlou	Dr.lahlou@americanhigh.us
School Principal	Ounsa Achoue	Ounsa@americanhigh.us / 407-405-7125
Vice Principal	Meriem Aitbacha	aitbacha@americanhigh.us /407-801-5140

Infrastructure Overview

ASL operates a fully online platform using:

- Learning Management System (LMS): Customized Moodle platform integrated with FLVS resources
- Student Information System (HIS): Tracks enrollment, attendance, grades
- Knowledge Information System (SKI): Houses academic records, financial data, and administrative documents

All systems are:

- Password-protected
- Encrypted using TLS 1.3 and AES-256
- Backed up daily across three geographically diverse servers: U.S., Germany, and Morocco

Cybersecurity Oversight

Managed by the IT Director, with master passwords shared only with:

- Dr. Anass Lahlou (CEO)
- Dr. Ounsa Achour (Principal)
- Mrs. Salma Lahlou (COO)

Breach Response Protocol

In case of a breach:

1. All systems locked down
2. Passwords reset
3. Stakeholders notified within 24 hours (exceeding FIPA requirements)
4. Insurance contacted for assessment
5. Data recovered from remote backups in this order:
 1. Website
 2. eCampus
 3. Student System (HIS)
 4. Administrative System (SKI)
 5. All other systems

Records Back up

The School student and financial records are scanned and maintained in a backup drive and stored in an offsite location. This is to ensure that all records are kept safe from building damage or fire damage, beyond the above described safety procedures.

The same records are backed up daily in three remote servers (US, Germany and Morocco) to ensure they are retrievable from one of the three locations in case one is down.

Systems Back up

IT Director does daily and weekly periodic back up of all systems in 3 different servers located in three different locations to protect data, secure and minimize its loss.

She also backs up the eCampus every semester which allows protection of student submissions and grades allowing future retrieval if needed by the student, faculty or administration.

Recovery Actions

After data loss or hacking, the IT team locks all systems and reset all passwords.

The CEO is informed of the Breach and Insurance is contacted for assessment.

Data backups are meanwhile recovered by the Technology team from remote location, and reconstitution starts following this order:

1. Website
2. eCampus
3. Student System: SIS
4. Administrative system: SKI
5. All other systems.

Digital Citizenship & Community Guidelines

1. Cyberbullying Policy

- Reporting via LMS "Safety Alert" button
- Investigation conducted by Principal
- Resolution within 48 hours
- Disciplinary action based on severity

2. Netiquette Policy

Aligned with Florida Code of Student Conduct (Rule 6A-1.0941, F.A.C.):

- Respectful communication
- No hate speech or harassment
- Responsible use of discussion forums and chats

3. Help-Ticket System

- Tier 1: Zendesk automated support (response within 2 hours)
- Tier 2: IT team escalation (resolution within 4 hours for critical issues)
- Ticket tracking available to students and staff

Onboarding and Stakeholder Training

1. Digital Onboarding

- Students/Parents: 30-minute orientation + “Digital Readiness Kit”
- Staff: LMS modules covering:

- Data privacy
- Assistive tools
- Crisis response protocols

2. Annual Training Requirements

- Students: Digital citizenship lessons and quizzes
- Parents: Netiquette and data consent forms
- Staff: Cybersecurity awareness and MFA usage training
- Counselors: SEL support during tech outages

Data Privacy and Digital Record Keeping

1. Data Collection & Minimization

- Collect only essential educational data
- Avoid storing non-academic data without explicit consent

2. Transparency & Consent

- Clear notices provided during orientation
- Parents may opt out of non-academic data collection
- Third-party sharing requires parental consent

3. Storage & Retention

- Student records retained for 5 years post-graduation
- Staff records retained for 7 years post-employment
- Temporary data (chat logs, forum activity) deleted after 30 days

Communication Protocols During Crises

1. Tech Outages & Breaches

- SMS alerts via WhatsApp/email
- Email and LMS announcements
- Virtual wellness sessions offered through Zoom
- Mental health resources shared proactively

2. Physical Emergencies

- On-site: Emergency Coordinator notifies families
- Off-site: Alerts sent via SMS and LMS dashboard

Improvements and Future Plans

Equipment:

Maintenance: The Institute routinely replaces and upgrades audio-visual hardware for instructional purposes.

Administration upgrades and updates computer needs, both hardware and software, to conform to the ever-changing challenges of the information technology field.

eCampus and New Technology:

Several well-known technologies are designed to enhance the educational experience. The infusion of any audio, visual or tactical methodologies are proven to enhance retention and student manipulation. Research also provides educational institutions the ability to access such technologies with considerable confidence in its capabilities. However, we are also aware that technology will never replace human interaction completely. To this end, ASL is dedicated to delivering enrichment of our curriculum through our blended model.

Our model, which includes Multi-Modality practices, incorporates the use of the following techniques:

1. Audio and Video Streaming
2. Video Conferencing and Secured Student Forum platforms
3. Email communications
4. Fixed Voice over PowerPoint lessons
5. Student Performance Online Feedback System
6. Merge the "HIS" system with the ecampus to facilitate navigation for students

Research and Innovation

Review Technology plan annually

Revisions

Annual Review and Updates

1. Review Schedule
 - Reviewed annually by Advisory Council
 - Updated as needed due to regulatory or technological changes
 - Next review: March-April 2026
2. Stakeholder Involvement
 - Input from:
 - IT Director
 - Principal
 - Advisory Board
 - Parents and teachers via surveys and feedback forms