

THE ALTAMONT SCHOOL



1-to-1 Handbook

Mission

The mission of the Altamont School is to improve the fabric of society by graduating compassionate, well-educated individuals capable of independent thinking and innovative ideas. To this end, the school attracts, nurtures, and challenges students whose commitment to truth, knowledge, and honor will prepare them not only for the most rigorous college programs but also for productive lives.

Core Values

Respect: We value and have compassion for every individual in our diverse school community. Through our curriculum and school activities, we emphasize the importance of respecting and understanding cultural, religious, intellectual and social differences that constitute our global and local societies.

Balance: We motivate students to align their passions with their strengths. We encourage and support our students as they discover the arts, pursue athletics and delve into academics in a manner that not only equips them with the skills to navigate life's varied circumstances, but also promotes personal growth, emotional health, and physical well-being.

Integrity: Because we embrace integrity as the heart of Altamont's mission, we challenge students to demonstrate honorable words and deeds, to make courageous choices, and to exhibit personal responsibility at all times.

Curiosity: We nurture intellectual curiosity by celebrating learning, discovery, and innovation. We encourage our students to ask questions, seek truth, and put ideas into action.

Leadership: We foster every student's unique capacity to lead and improve society through active discourse, student driven initiatives, and service to others.

Guiding Principles for 1-to-1 Technology Use in The Altamont School Middle School

The integration of 1-to-1 technology in middle school requires a high degree of parent-faculty collaboration in setting clear, developmentally appropriate boundaries for students, with a commitment to cultivating open and honest lines of communication about difficult subjects. In a middle school 1-to-1 environment, both at home and at school, there must be understanding that students are developing self-regulation and decision-making skills. Explicit modeling and reasonable grade-level expectations will be factored into programming and curriculum development.

The right balance of technology use in middle school emphasizes both affective and cognitive development of students. There is value added to the educational experience of middle school students when technology enhances collaboration and exploration of subject matter and when it encourages a multifaceted approach to instruction and understanding. The purpose of all technology use in middle school is to support healthy, developmentally appropriate academic, social, and emotional growth of students in grades 5-8.

Computer Usage Overview

- Altamont's Middle School seeks to provide an environment that promotes ethical and responsible conduct in all electronic resource activities.
- Students and families have the privilege of access to the internet and the school's network. With this privilege, comes responsibility.
- All users are accountable to all school, local, state, and federal laws.
- Students and families must follow all guidelines set forth in this document, the computer and system and usage policies found on pages 22-26 of our [student handbook](#), and as outlined by our Middle School faculty.
- All rules and guidelines are in effect before, during, and after school hours for all devices whether on or off campus.
- All files stored on your device or the school's network are the property of the school and are subject to regular review and monitoring.
- Altamont may review and monitor activity on the network for responsible use.
- Internet history and email checks may occur at the discretion of Altamont staff.
- Students are required to bring their device each day, and it must be fully charged.
- Students are expected to report any damage to their device no later than the next school day.
- Students who identify or know about a security problem are expected to convey the details to a teacher without discussing it with other students.
- Students are expected to notify a teacher immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- All users are expected to follow existing copyright laws.
- Students may only log in under their assigned username. Students may not share their password with other students.
- Students may not loan devices or accompanying components to other students for any reason. Students who do so are responsible for any loss of components.

- Devices are issued to students with a standard image already loaded. These images may not be altered or changed in any way.
- The Altamont School may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
- The Altamont School reserves the right to confiscate the device at any time.

Parent/Guardian Responsibilities

The Altamont School makes every effort to equip parents with the necessary tools and information to ensure safe use of laptops away from campus. Parents/guardians assume primary responsibilities for:

- [Altamont's computer and system usage policies](#): Every student and parent signs a form at the beginning of the school agreeing to comply with all of the rules and regulations outlined in the student handbook, including Altamont's computer and system usage policies found on pages 22-26 of the handbook.
- **Liability**: Families are responsible for any cost of repair/replacement of laptop not covered by the accidental protection policy.
- **Monitor Student Use**: Parents/guardians must agree to monitor student use at home and away from school. The best way to keep students safe and on task is to be present and involved. While there is internet filtering provided on the laptop by the school, parents are encouraged to investigate and apply parent controls available through your internet service provider and/or your wireless router. **Parents are expected to refrain from installing additional filtering software to avoid any conflict with the school provided software.** Develop a set of rules/expectations for laptop use at home. Some websites provide parent/child agreements for you to sign. Demonstrate a genuine interest in what your child is doing on the laptop. Ask questions and request that your students show you their work often.

Device Rules and Guidelines

Storage

- Devices should be stored in backpack or sleeve.
- Devices should never be left on top of lockers, inside lockers, etc.
- Never pile things on top of a laptop.
- Never leave laptop in locker overnight. It should be taken home each day to be charged.

Transporting in hallways

- Keep your device in a case at all times.
- Always use two hands to carry your laptop.
- Never leave it unattended for any reason.
- Put to sleep before you leave class.

Classrooms habits

- Center the device on the desk when in use.
- Close the laptop before standing up.

- Log off the device before walking away from it.
- While in class, laptop should be opened (90-degree angle).

Care of device at home

- Charge it fully each night.
- Use in common room of home
- Store the device on a desk or table, never on the floor.

Protect the device from

- Extreme heat or cold
- Food and drinks
- Small children
- Pets

Traveling to and from school

- Sleep the device.
- Do not leave the device in a vehicle.
- Use a backpack that has a laptop sleeve inside.
- If you are ever in a situation where someone is threatening you for the device, give it to him/her and tell a staff member as soon as you arrive at school. (Stolen devices can be traced, although they may not always be recovered.)

This handbook is modeled, with permission, after University School of Nashville's 1-to-1 handbook and Kent School District in Kent, Washington, and its 1-to-1 initiative.