RONALD E. McNAIR MIDDLE SCHOOL

★ EVERY STUDENT. EVERY DAY. ★ EVERY ASTRO! ★

PERSONAL ELECTRONIC DEVICES (PED) POLICY

TEACHER QUICK REFERENCE

Bell to Bell ★ Distraction-Free ★ Focused Learning

BELL TO BELL RULE:

From the first bell (8:55 am) to the final bell (4:05 pm), all personal electronic devices must be powered off or silenced and stored out of sight in secured storage (locker).



DO

- Enforce bell to bell—ensure PEDs are stored and out of sight.
- Use lockers (secured storage) for all personal PEDs.
- Redirect students and document violations in Infinite Campus.
- Communicate consistently and respectfully.
- Partner with administration and parents.

DON'T

- Allow PEDs to be used, visible, or accessible.
- Keep PEDs in your possession.
- Confront or argue—refer and document.
- Allow recording or photography without approval.
- Make threats or promise consequences.

EXCEPTIONS (APPROVED USE ONLY)

IEP / 504 PLANS

If a student's IEP or 504 Plan allows device use, follow the plan and documentation accordingly.

MEDICAL NEEDS

PEDs used to monitor health conditions with documentation are allowed.

INSTRUCTIONAL USE

Devices provided by McNair or Fulton County Schools for instruction are permitted.

PEDs are prohibited.

All other personal electronic devices are prohibited during the school day. Must be documented in Infinite Campus.

PROGRESSIVE DISCIPLINE (MUST BE LISTED IN INFINITE CAMPUS)

Offense	1st Violation	2nd Violation	3rd Violation
PED visible/audible	PED is confiscated. The student receives a timeout as a consequence. The PED is returned to the parent/guardian listed in Infinite Campus at dismissal. The parents/guardian listed in Infinite Campus is notified throughout the day.	PED is confiscated. Students receive a half-day (½) ISS as a consequence. Mandatory parent meeting before PED is returned. The parents/guardian listed in Infinite Campus is notified throughout the day.	PED is confiscated. Escalated Consequence: Students receive one day (1) of ISS as a consequence. Mandatory parent meeting before the PED is returned. The parents/guardian listed in Infinite Campus is notified throughout the day.
PED visible/audible	• Escalated Consequence – Mandatory parent meeting before PED is returned. • The student could receive a permanent ban from bringing a PED to the school campus. • The infraction is escalated to a Tier 3 or Tier 4 offense. The student could receive three days (3) of OSS as a consequence. • The parents/guardian listed in Infinite Campus is notified throughout the day.		
Student Refusal to Surrender PED	Referral to administration for a Tier 3 consequence.		

SCAN ME!

Confiscated devices will be held in the main office and released only to a parent/guardian (listed in Infinite Campus). Students will not be permitted to retrieve their own confiscated device.

TEACHER CHECKLIST

- Review and teach the PED policy to students.
- Ensure all PEDs are stored in lockers at the start of class.
- Monitor and enforce bell to bell every period.
- Document violations in Infinite Campus.
- Refer repeated violations to administration.
- Communicate with parents when needed.

QUICK CONTACTS

Front Office (Emergencies)
470-254-4160

School Resource Officer (SRO)
On Campus

Administration
Dean / Assistant Principals

YOUR CONSISTENT ENFORCEMENT CREATES A FOCUSED, SAFE, AND RESPECTFUL LEARNING ENVIRONMENT!

★ EXCELLENCE IS THE STANDARD. ★

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PERSONAL ELECTRONIC DEVICES (PED) POLICY

STUDENT QUICK REFERENCE

Bell to Bell ★ Distraction-Free ★ Focused Learning

BELL TO BELL RULE:

From the first bell (8:55 am) to the final bell (4:05 pm), all personal electronic devices must be powered off or silenced and stored out of sight in your locker (or other approved storage).



DO

- Power off or silence your PED.
- Put your PED in your locker at the start of the day (8:55 am).
- Keep your PED stored in your locker all day.
- Focus on learning and being present.
- Follow the rules and be respectful.
- Ask a teacher if you have questions.

DON'T

- Use, have out, or access your PED during the school day.
- Keep your PED in your pocket, backpack, or desk.
- Share, record, or take photos/videos without permission.
- Use PEDs in the bathroom, locker room, or any school space.
- Make threats or promise consequences.

WHY THESE RULES EXIST

- Helps you focus and do your best in class.
- Supports your mental health, relationships, and well-being.
- Keeps our school safe for everyone.
- It's the law and our school rules. We all have to follow them.

FOLLOW THE BELL TO BELL RULE – IT SHOWS RESPECT FOR YOURSELF, OTHERS, AND OUR SCHOOL.

★ BE RESPECTFUL. BE RESPONSIBLE. BE READY TO LEARN! ★

PROGRESSIVE DISCIPLINE (MUST BE LISTED IN INFINITE CAMPUS)

OFFENSE	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
PED visible/audible	PED is confiscated. The student receives a timeout as a consequence. The PED is returned to the parent/guardian listed in Infinite Campus at dismissal. The parents/guardian listed in Infinite Campus is notified throughout the day.	PED is confiscated. Students receive a half-day (½) ISS as a consequence. Mandatory parent meeting before PED is returned. The parents/guardian listed in Infinite Campus is notified throughout the day.	PED is confiscated. Escalated Consequence: Students receive one day (1) of ISS as a consequence. Mandatory parent meeting before the PED is returned. The parents/guardian listed in Infinite Campus is notified throughout the day.
4th Violation	• Escalated Consequence – Mandatory parent meeting before PED is returned. • The student could receive a permanent ban from bringing a PED to the school campus. • The infraction is escalated to a Tier 3 or Tier 4 offense. The student could receive three days (3) of OSS as a consequence. • The parents/guardian listed in Infinite Campus is notified throughout the day.		
Student Refusal to Surrender PED	Referral to administration for a Tier 3 consequence.		

SCAN ME!

Confiscated devices will be held in the main office and released only to a parent/guardian (listed in Infinite Campus). Students will not be permitted to retrieve their own confiscated device.

REMEMBER!

- Store it. Don't use it.
- Bell to bell – No PED use.
- Respect others' privacy.
- Follow directions the first time.
- Make smart choices.
- Be an Astro!

NEED HELP OR HAVE QUESTIONS?

- Front Office (Emergencies) 470-254-4160
- School Resource Officer (SRO) On Campus
- Talk to your teacher, counselor, or an administrator.

★ Be RESPECTFUL RESPONSIBLE READY TO LEARN!

RONALD E.
McNAIR MIDDLE SCHOOL
★ EVERY STUDENT. EVERY DAY. ★ EVERY ASTRO! ★

PERSONAL ELECTRONIC DEVICES (PED) POLICY
PARENT QUICK REFERENCE

Bell to Bell ★ Distraction-Free ★ Focused Learning

BELL TO BELL RULE:

From the first bell (8:55 am) to the final bell (4:05 pm), all personal electronic devices must be powered off or silenced and stored out of sight in your locker (or other approved storage).



WHAT THIS MEANS

- Students must store all personal electronic devices in their lockers at the start of each school day.
- PEDs are prohibited.
- This policy supports focused learning, student well-being, and school safety.

All other personal electronic devices are prohibited during the school day. Must be documented in Infinite Campus.

WHY THIS POLICY?

- Supports academic focus and achievement
- Promotes social-emotional well-being and healthy development
- Enhances safety and security for all students
- Ensures compliance with Georgia state law and Fulton County Schools directives

EXCEPTIONS (APPROVED USE ONLY)

IEP / 504 PLANS
If your student's IEP or 504 Plan allows device use, follow the plan and documentation accordingly.

MEDICAL NEEDS
PEDs used to monitor health conditions with documentation are allowed.

INSTRUCTIONAL USE
Devices provided by McNair or Fulton County Schools for instruction are permitted.
PEDs are prohibited.

PROGRESSIVE DISCIPLINE (MUST BE LISTED IN INFINITE CAMPUS)

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Student Refusal Surrender PED	Referral to administration for a Tier 3 consequence.		

SCAN ME!

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TIPS FOR PARENTS

- Talk with your child about the PED policy.
- Ensure all PEDs are stored in lockers at the start of each day.
- Support the bell to bell, distraction-free environment at school.
- Monitor Infinite Campus for any discipline documentation.
- Communicate with the school if you have questions or concerns.

QUICK CONTACTS

Front Office (Emergencies)
470-254-4160

School Resource Officer (SRO)
On Campus

Administration
Dean / Assistant Principals

★ Be RESPECTFUL RESPONSIBLE READY TO LEARN!

★ EXCELLENCE IS THE STANDARD. ★

ASTROS

RONALD E. McNAIR MIDDLE SCHOOL

CHROMEBOOK PROTOCOL

★ TEACHER QUICK REFERENCE ★

Organized. Accountable. Ready to Learn.

1. MORNING: 6TH PERIOD RESPONSIBILITIES

1. Ensure all devices are charged and ready for learning.



2. Unlock 6th Period cart.



3. Monitor students as they retrieve their Chromebooks.



4. Verify students take their assigned slot device.

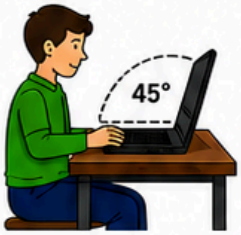


5. Lock the cart after morning announcements.



2. DURING CLASS: INSTRUCTIONAL EXPECTATIONS

1. Use the 45° Rule.



2. Store Chromebook in the upper left corner when not in use.



3. Use Red Card procedure for misuse or off-task behavior.



4. Do not create substitute plans dependent on Chromebooks.



5. Monitor Linewize/ dashboard daily.



6. Conduct visual exit sweep for student safety and privacy.



3. AFTERNOON: RETURN PROCEDURES (4:00 PM – 4:15 PM)

1. Unlock the cart before dismissal.



2. Students return Chromebooks to their assigned slot.



3. Verify the charging light is on.



4. Final check: Ensure all devices are plugged in.



5. Lock the cart and ensure all devices are charging.



4. TECHNOLOGY SUPPORT

1. Submit Google Help Ticket for technical issues.



2. Technology Coordinator: Dr. Foster



3. Morning Intake Window: 8:00 AM – 8:30 AM



4. Loaner Chromebooks available during intake window.



5. THREE-STRIKE ACCOUNTABILITY

STRIKE 1 ★
Non-compliance documented. Teacher conference and parent contacted.

STRIKE 2 ★★
Loss of Chromebook privileges. Parent meeting required.

STRIKE 3 ★★★★
Disciplinary action and/or alternative learning plan.

6. TEACHER CHECKLIST

- ☑ Unlock cart and monitor retrieval
- ☑ Ensure students take assigned device
- ☑ Enforce 45° Rule & expectations
- ☑ Monitor dashboard activity
- ☑ Collect devices and return to slots
- ☑ Verify charging light and lock cart
- ☑ Check all devices are charging

7. QUICK CONTACTS

Technology Coordinator
Dr. Foster
tfoster1@fultonschools.org

Main Office
(470) 254-4160

FCS Technology Support
(470) 254-4357

Google Help Ticket
Go to: fsd1.org/helpdesk

★ *Excellence is the Standard.* ★

ASTROS

RONALD E. McNAIR MIDDLE SCHOOL
CHROMEBOOK PROTOCOL
★ STUDENT QUICK REFERENCE ★

Be Responsible. Be Respectful. Be Ready to Learn.

1. MORNING: GET YOUR CHROMEBOOK



Go to your 6th Period class.

Retrieve YOUR Chromebook from your assigned slot.

Carry your Chromebook to ALL classes.

★ Use your assigned device. Do NOT swap with anyone.

CHROMEBOOK CARE



Keep it in the hard case at all times.



Do NOT put stickers or decorations on it.



Keep it away from food, drinks, and water.



Never leave it on the floor or in unsafe places.



Be gentle and responsible.

2. DURING CLASS

DO

- Keep your Chromebook in its protective case.
- Follow the 45° Rule (screen open at a 45° angle).
- Store your Chromebook in the upper left corner when not in use.
- Carry it with two hands.
- Report any damage or issues to your teacher immediately.
- Return your Chromebook to your assigned 6th Period slot.

DON'T

- Remove labels or tamper with your device.
- Swap Chromebooks with other students.
- Remove the hard protective case.
- Eat or drink near your Chromebook.
- Take pictures or videos of other students.
- Bypass filters or try to access blocked content.
- Use your Chromebook for non-school activities.

3. END OF DAY: RETURN YOUR CHROMEBOOK



Return your Chromebook to your original cart.

↓



Place it in your original slot.

↓



Plug it in.

↓



Check the charging light is on.

↓



Your teacher will verify all devices are returned.

4. THREE-STRIKE MATRIX

STRIKE 1 ★

Non-compliance documented. Teacher conference and parent contacted.



STRIKE 2 ★★

Loss of Chromebook privileges. Parent meeting required.



STRIKE 3 ★★★★

Disciplinary action and/or alternative learning plan.



5. REMEMBER

Your Chromebook is a learning tool. Take care of it and it will take care of you!

Devices remain in the school building and are stored in assigned 6th Period carts.

Follow directions.
Make smart choices.
Be a McNair Astro!
Responsible today.
Successful tomorrow!

6. NEED HELP?

Notify your teacher of any technical issues.

Morning Intake Window: 9:00 AM – 9:30 AM

See Dr. Foster for support or loaner Chromebooks.

★ *Excellence is the Standard.* ★