



# Urban School of San Francisco

## Technology Support for *Hybrid Urban*

### Teachers and students at home

#### Teachers with accommodations to work from home

Some teachers have accommodations to teach remotely from home during the 4 days of in-person instruction in *Hybrid Urban*. In August, all Urban employees were invited to submit any requests for health-related accommodations to our Human Resources Department; that department approved those accommodations that could be granted without placing an undue burden on the school.

Teachers receiving accommodations will use Zoom to teach their classes. Their students will still be physically in the classroom, and will join their teacher via that same Zoom classroom. Urban has hired Teaching Assistants (TA's) to assist with teaching in these classrooms; the TA will be responsible for attendance, distributing any handouts or (non-shared) materials, overseeing social distancing, and some amount of instruction, in coordination with the remote teacher.

#### Students learning from home

As described in Urban's school Safety Plan, any student may decide to remain at home in lieu of returning to in-person instruction at Urban. Each classroom will be set up with an iPad at the rear of the classroom that will be connected to Zoom. This iPad will face the classroom in order to capture the white board, as well as many of the students in the classroom. In addition, the teacher at the front of the room will use Zoom to screen share any materials they are projecting in class, so that students at home will be better able to see Notebook files, images, movies, etc. We will connect each iPad with two omnidirectional ceiling microphones, so that students learning from home can hear discussion and teacher instruction as clearly as possible.

With the above setup, we anticipate that students at home will be able to follow along with whole-class instruction and discussion through shared audio and video. We expect that students learning from home will have less opportunity to directly engage during whole-class discussion in *Hybrid Urban*. Teachers will partner students in class and at home during collaboration and small group activities, and they'll be able to actively work together via Zoom. In our *Hybrid Urban* schedule, 60% of class time is online, which will help to even the playing field for those students learning at home.

## Student expectations for technology

As in pre-covid Urban, all students must bring their laptops and charger to and from school each day. Students should charge their computers before coming to school. Students **may not** share chargers, dongles, cables, headphones, phones or any other items.

Urban will not provide loaners if a student forgets their computer. In addition, students must bring their charger each day; many classes will be using Zoom, which drains computer batteries quickly.

All students must bring headphones with them each day, as these will be critical in many classrooms (both classrooms where the teacher is physically present and where the teacher is teaching from home). Students who forget headphones will be able to pick some up at the Oak or Page Street front desks; families will be billed for those headphones (financial assistance will be provided, commensurate with our usual financial aid practices).

Students will still be able to swap out rechargeable calculator batteries at the Page Street front desk.

## Computer repairs and technology support

Students needing physical computer repairs should bring their laptop to the Tech Office, where they will drop it off and receive a loaner. A small desk will be placed outside the office where students will leave their machine and grab a loaner. They will be notified when it is ready for pick up. Students will not be able to actually enter the Tech Office.

Students who need software support should contact the Tech Office via email: [techsupport@urbanschool.org](mailto:techsupport@urbanschool.org). Support will still happen remotely.

The Tech Office will not be able to check out equipment to students unless set up through a teacher for specific class purposes.

## Printers



Touch-free hand sanitizing stations are located at each of the printers. Please use each time you use the printer.

When an assignment is due in class, the teacher should designate one student to pick up all print jobs from that class to minimize traffic around the printers.

## **Library services**

Students will not be able to access library stacks. They will be able to use our digital library database to request items, and Library Director Sarah Levin will check out items for students and deliver them to students' classes or mail them to students (if those students are learning from home). The checkout kiosk will be disabled to minimize surfaces that students touch.

## **Scanners**

We will provide wipes and hand sanitizer next to each scanner in the Media Lab and Skylight Studio. Students will be instructed that only one student may use a scanner at a time, and that they must use hand sanitizer, both before and after using the scanner. They will also wipe down the scanner and USB cable after completing use of the scanner.

## **Phones**

Students should not use the cell phone caddy pouches in classrooms.