

School District: _____ Date _____
Building Name: _____ Phone _____

Teacher Name + Grade Level	Email address	# of licenses requested per teacher	Training needed? Y/N

Keystone AEA will provide the program through this mini-grant at a cost to schools of \$9.00 per license if your application is submitted by Jun. 1, 2010. Applications received *after* June 1, 2010 will be billed \$10.00 per student license. Applications received *after* Sept. 15, 2010 will be billed at the negotiated total price of \$18.00 for a My Access student license.

Commitment Statement:

- A. Each student will submit a writing project to My Access approximately two times per month.
- B. Teachers will be afforded the necessary time to manage and supervise students using My Access.
- C. Computers will be available in classrooms, computer labs and/or school libraries for students to effectively utilize My Access. See attached sheet for more information about technical requirements.
- D. Teachers new to the program will attend training prior to using My Access.
- E. Schools will provide writing progress data as needed by Keystone AEA.

Submit with this application:

1. A short description of how this program will align with your current Language Arts/Writing curriculum or the ICC and statement of need.
2. A brief implementation plan for using My Access in your school, including how you plan to schedule students to use My Access on your available computers to reach the goal of one writing project every other week.
3. A list of the number of licenses you are requesting per teacher. Include grade level.
4. A statement confirming that your student computers meet the technical requirements for the program.

Application should be returned to Keystone no later than June 1, 2010. Accepted applicants will receive notification as soon as possible so that local student data in the form of an Excel spreadsheet may be imported into program for teacher training and setup purposes.

If a PO is not received by July 16, 2010 you will be billed based on the number of licenses requested on this form!

Signatures of Agreement (Required):

Email

Principal: _____

MA Contact Person: _____

Submit MA mini-grant application by June 1, 2010 to:



AEA Office use only: PO # _____ Dated _____

Deb Henkes dhenkes@aea1.k12.ia.us
Keystone AEA
 1400 2nd St NW
 Elkader, IA 52043
 Phone: 800 632-5918
 Fax: 563 245-2920

Network and Workstation Technical Requirements

The following guide provides an overview of the minimum and recommended technical specifications for implementing the MY Access! writing instruction and assessment platform (<https://www.myaccess.com>). For technical support, call (800) 322-0848 or email support@myaccess.com. Additional technical information can be accessed at <https://www.myaccess.com> by clicking the “Quick Check” link.

System or Software	Minimum	Recommended
PC Operating System	Microsoft Windows® 2000	Microsoft Windows® XP or Vista
Linux any distribution that supports Firefox 3.0		
PC Web Browser	IE® 7.0 or Firefox® 3.0 Note: IE® 6.0, Firefox® 1.0/2.0, and Netscape® 9.0 will not be supported after June 30, 2009.	IE® 8.0 or Firefox® 3.0.1 (or higher)
Mac Operating System	Mac 10.4	Mac 10.4.6, 10.5
Mac Web Browser	Safari® 3.0 or Firefox® 3.0 Note: Safari® 2.0, Firefox® 1.0/2.0, and Netscape® 9.0 will not be supported after June 30, 2009.	Firefox® 3.0.1 (or higher), Safari 4.0, 5.0
Processor	Processor speed should meet or exceed the minimum required by the user’s operating system and browser.	
Memory (RAM)	Available memory should meet or exceed the minimum required by the user’s operating system and browser.	
Bandwidth	128 Kbps of dedicated bandwidth to the Internet and back for EACH workstation.	
Display	15-inch VGA monitor capable of 1024x768 resolution or better.	17-inch SVGA monitor with 1024x768 resolution.
	Note: 9-inch with 1024x600 resolution or better and wide-screen monitors with resolution of 1152x864 and 1280x1024 are supported. Smaller screens sizes and non standard screen resolutions may require additional user scrolling or restrict the readability of text.	
Adobe Flash® Player	9.0 Download free here .	10.0 Download free here .
Acrobat® Reader	7.0 Download free here .	8.0 Download free here .
Pop-up Blocker Software	Browser set to allow all pop-ups.	Add http://www.myaccess.com , https://www.myaccess.com to your pop-up blocker “allowed” list.
	Note: MY Access!® School Edition displays instructional content—writing topics, graphic organizers, etc.—through pop-ups.	
Workstation Cookies	Cookies should be set to “accept all cookies” for http://www.myaccess.com , https://www.myaccess.com .	
Workstation Cache	Cache should be set to the lowest possible setting that can be used for your specific computer or network.	
Network Proxy, Firewall, Security, Content Filtering Settings	Set to bypass the following: http://www.myaccess.com , https://www.myaccess.com , and IP addresses http://63.89.64.208 and https://63.89.64.208 . TCP/Proxy servers and firewalls configured to allow unrestricted http on port 80 and https on port 443 to the Internet and also to permit response traffic.	
Network Proxy and Authentication Settings	The session time-out value should be set to be at least equal to the length of the test or a minimum of 60 minutes.	
JavaScript and Active Controls	Browsers must have JavaScript and Active Controls enabled. Most browsers have these features enabled by default.	