



KIDS
(K12HSN INTERACTIVE DESKTOP SOLUTION)
PROGRAM

Application Packet





POLYCOM KIDS PROGRAM

(K12HSN INTERACTIVE DESKTOP SOFTWARE)



Application

Dear Applicant,

Thank you for your interest in the Polycom KIDS program. This program will provide you with software to bring videoconferencing technology into your classroom.

The program consists of 3 different components:

- Application Process
- Online Training
- Accountability Reporting

The application process requires you to obtain the signatures of both your school or district administrator and the technical support administrator. The signature forms are included in this application packet. The reason for obtaining these signatures is to help ensure your success in the program. You may need to purchase a camera and thus need your administrator’s approval and also we need to ensure you have the minimum hardware and network requirements to successfully install and utilize the software. To prevent gaps in the information loop that might result in potential problems after the training, we require these signatures to participate in the training.

The second component is the training. The training is being conducted online allowing you to self-pace through the curriculum. It should take approximately five hours to complete the entire training. Once you have completed the training and have passed a final exam, you will be sent a copy of Polycom’s PVX software at no cost.

The last component of the program is accountability reporting. The K12HSN will contact you at 3 and 6 months to request a written document telling how you have been utilizing your videoconferencing capabilities and any impact it has had on the work you do.

Please make sure you have completed the information below, and receive the proper signatures on the Technical Support and Administrative Support forms. Once these are complete you can mail it to:
California K12 High Speed Network
1398 Sperber Road
El Centro, CA 92243

You can also fax the completed documentation to 760.312.6518.

After the K12HSN has processed your application you will be sent instructions on how to proceed with the training.

To learn more about the K12HSN’s conferencing program please visit our website, www.k12hsn.org. Should you have any questions about this program, please contact Alan Phillips at the K12HSN office. 760.312.6158 or alanp@k12hsn.org.

Educator Name: _____

Educator’s Role: _____
(Teacher, Principal, etc)

School District: _____

School Name: _____

Email Address: _____

Mailing Address: _____

City _____ Zip Code: _____



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Administrator Support Form

This form must be signed by the school or district administrator prior to participation in the Polycom KIDS program.

Dear School Administrator,

The educator who has submitted this form to you is interested in participating in the Polycom KIDS program sponsored by the California K-12 High Speed Network. After the completion of training the educator will receive a copy of Polycom's PVX software which allows for videoconferencing to occur from the computer.

Prior to being allowed to participate in the program the K12HSN is requiring approval from the school administration and the technical support administrator. This will help to ensure the educator is successful in utilizing the software.

The above mentioned training will be online requiring no travel and is at no cost to the district or school. The availability of the training online will allow the educator to participate in the training according to their schedule. Upon completion of the training the K12HSN will ship a copy of the software (valued at \$150) to the educator. The educator will need a camera for their computer which will typically cost about \$100. Additionally, the K12HSN will also be asking for a report from the educator with details about how the software was utilized in the classroom.

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By signing below you acknowledge the educator has your permission and support to participate in this program.

Administrator Signature: _____

School District: _____

School Name: _____

Email Address: _____



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Technical Support Form

This form must be signed by the technical support administrator prior to participation in the Polycom KIDS program.

Dear Technical Support Administrator,

The educator who has submitted this form to you is interested in participating in the Polycom KIDS program sponsored by the California K-12 High Speed Network. After the completion of training the educator will receive a copy of Polycom's PVX software which allows for videoconferencing to occur from the computer.

Prior to being allowed to participate in the program the K12HSN is requiring approval from the school administration and the technical support administrator. This will help to ensure the educator is successful in utilizing the software.

The software requires the following hardware requirements:

Processor:	P4 1.2 GHz and above
OS:	Windows XP SP 1
Other Software:	DirectX 9.0b Windows Media layer 9.0
Memory:	256MB RAM (512 MB is recommended)
Storage:	100 MB available hard drive space
Camera:	Standard USB camera (Logitech and Global Media have been tested and work well)

In addition to the hardware requirements it also necessary to have the proper LAN and WAN connections to support successful videoconferencing. Here are the LAN and WAN recommendations:

- Switched environment (hubs do work but will typically result in latency and jitter in a conference if connected using a hub)
- A minimum T1 WAN connection. The videoconferencing system can utilize bandwidth from 128k to 2MB, the standard speed for a conference is 384k

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By signing below you acknowledge the teacher has access to the recommended hardware and network requirements.

Tech Administrator Signature: _____

School District: _____

School Name: _____

Email Address: _____