



Request for a Non-Standard Technology Hardware

The Spring ISD Technology Department has developed hardware standards that best meet the general business needs of the District. The selected hardware has been thoroughly tested to ensure reliability and functionality. The scope of Technology Department hardware testing includes:

- Network functionality and bandwidth usage
- Compatibility with Spring ISD classroom equipment
- Compatibility with Spring ISD computer hardware
- Compatibility with the “standard computer image” (Microsoft Office Suite, Adobe Professional, and Kaspersky virus protection)

Standardizing hardware will allow the Technology Department to optimize technology support resources. The Spring ISD Technology team has been trained and (as necessary) certified to support the current hardware standards. This training ensures hardware support is done correctly and in a timely manner.

A list of the Spring ISD Hardware standards can be viewed on the Technology Department intranet page located at: technology.springisd.org. Click on the Purchasing Technology link.

Hardware equipment that requires approval include (but not limited to)

- Desktop Computers
- Laptop Computers
- Tablets
- Monitors
- Chromebooks
- Printers
- Projectors
- Interactive White Boards
- Document Cameras
- Laptop/Chromebook Carts

It is recommended that hardware purchases adhere to the Hardware Standards. However, if the hardware on the list does not meet your business requirements, you may suggest other hardware solutions. It is highly recommended you research hardware alternatives in collaboration with the Technology Department.

Spring Independent School District

16717 Ella Blvd. • Houston, Texas 77090 • Tel. 281.891.6000



Requestor Name	
Requestor Signature	
Date	
Position	
School / Department	
Phone Number	
Email Address	

What functionality or capabilities does the requested hardware provide that the standard hardware does not?

Vendor (include contact information)	
Make and Model	
Operating System (if applicable)	
Warranty	
Connect to the Spring ISD network? Wired or Wireless?	
Hardware Specification (CPU, RAM, hard drive, video cards, network cards, lumens, Operating System, etc.)	

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Academic Approval (as appropriate)				
Approver	Name	Signature	Date	Request
Computer Liaison Teacher				<input type="checkbox"/> Approved <input type="checkbox"/> Denied
School Principal				<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Department Chief				<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Administrative Approval (as appropriate)				
Approver	Name	Signature	Date	Request
Department Director				<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Department Chief				<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Technology Department				
Approver	Name	Signature	Date	Request
Director				<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Technology Officer				<input type="checkbox"/> Approved <input type="checkbox"/> Denied