



Request for a Non-Standard Technology Software

The Spring ISD Technology Department has developed software standards that best meet the business needs of the District. The selected software has been thoroughly tested to ensure it is secure and can be operated within the standard technology infrastructure. The scope of Technology Department software 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)
- Meets Spring ISD software security policies

Standardizing software will allow the Technology Department to optimize technology support resources and to ensure that a secure platform is maintained to protect sensitive data. The Spring ISD Technology team has been trained and (as necessary) certified to support the current software standards. This training ensures software support is done correctly and in a timely manner.

A list of the Spring ISD standard software can be viewed on the Technology Department intranet page located at: technology.springisd.org. Click on the Purchasing Technology link. Software that requires approval include (but not limited to):

- Academic/Classroom Software
- Tablet Specific Software
- Applications Software
- System Software
- Productivity Software

It is recommended that you review the software standards list before considering purchasing non-standard software. However, if the software on the list does not meet your business requirements, you may suggest other software solutions. It is highly recommended you research alternative software options 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 software provide that is not available from the existing standard software?

Vendor (include contact information)	
Software Company and Name	
Operating System (if applicable)	
Vendor Support/Warranty	
Requires Server Installation (List specifications)	
Full Technical Requirements Specifications (CPU, RAM, hard drive, video cards, network speed, 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