

Requests for New Technology

Rationale:

- Provide a framework of support & assistance for the implementation of new hardware and/or software.
- Coordinate purchases to take advantage of economies of scale.
- Identify who to contact for different components of the process
- Advance notice of laws and financial issues that could affect implementation
- Provide a structure for dates and guidelines so schools can plan accordingly
- Coordinate timelines to be sure that needed technology is available at the start of the school year (installation, testing, training should be completed before school opens).

Procedure for Completing the Technology Request Packet

Requesting Teacher

1. Complete Section A of the Request Packet, which provides an overview of your proposal. Your school-based / district experts (administrators, reading coach, data team, tech team, etc.) are available to help you.
2. Meet with your school-based / district technician. He/she will help to determine the feasibility and most cost effective way to meet your goals and assist you in completing Sections B & C of the Request Packet.
 - Discuss your technology ideas.
 - Review possible implementation options
 - Technician will assist the teacher / school administration / district department in completing the hardware and software questions and estimated costs
3. Attach the documents listed in Section D to the Request Packet.
4. Submit your Request Packet to your principal or director for his/her signature.

School-based Technician

1. Assist the requesting teacher to complete Section B of the Request Packet, which provides technical details.
2. Sign the bottom of Section B.

Principal / Director

1. Review and sign Section D of the Request Packet.
2. Submit the Request Packet to the Technology Department at the Government Services Building.

This page is for information only and should not be submitted with your request.

New Technology Request Form

For _____
(enter school year above)

Requested by:

School Name

Requester's Name

Section A – Curriculum

Explain the need that you have identified in your school or classroom. This need should be related to the District Strategic Goals or your School Improvement Goals.

How will you measure the impact of this technology on the identified need?

Additional Information.

Projected number of students that will use this technology each year	
Grade level(s) of students?	
Classroom / location where students will need access to this technology.	
Does this technology duplicate or replace an existing program or equipment? How is this technology better?	
List other similar products you have reviewed.	

Section B – Software and/or Hardware

In the table below, provide information about the technology-based solution that you would like to implement to address the identified need.

Software Title & Vendor Name and phone number	
List the purpose/features of this software program.	
Compatible Operating System(s) or Browser(s)	
Required Plug-ins and Database Type	
Web Based? (circle one)	Yes No
LDAP Enabled? (circle one)	Yes No
Hardware Name & vendor	
List the purpose/features of this hardware.	
Does this hardware duplicate or replace existing hardware? How is this equipment better?	
What software will be run on this hardware?	
What is the required Operating System?	
Sufficient electricity available? (circle one)	Yes No
Is a maintenance request needed for room modifications? (circle one)	Yes No

Technician's Signature _____

Date _____

Section D - Attachments

1. Please attach the following documents:

- Hardware Specifications
- Quote(s)
 - Orders between \$1,500 and \$10,000 need 3 quotes, which must be submitted on the vendor's letterhead.
 - Orders over \$10,000 must go to bid.

2. Once the request has been reviewed . . .

- The signed original will be returned to the school principal (approved or declined with an explanation)
- If approved . . .
 - the school will place the order when the funding source is the school, SAC, etc.
 - the Technology Department will place the order when the funding source is district technology funds
- The normal P.O. process will take over
- The signed request is the support for the P.O. Requisition and must be scanned into Skyward

3. The hardware / software will be received by the Technology Department for the initial inventory process.

4. The school technician will deliver the hardware / software to the school.

5. The normal payment process will take over.

Attn: Bookkeepers – All technology will be shipped to the Technology Dept. at the GSB for inventory purposes and then delivered to your site. Therefore, enter the following information when requesting the P.O.

- Screen 13 - Use 1098 in the "ship to" field
- Screen 14 – Enter your school name in the "Instruction" field

District Use Only

Approved:

Director or Principal Signature

Date

Diane Dyer (or designee)
Executive Director of Teaching & Learning

Date

Ryan Deising (or designee)
Executive Director of Instructional & Operational Innovation

Date

Jacob Oliva
Superintendent (needed if amount exceeds \$250,000)

Date