



## Social Media Site Authorization Form

### Bend-La Pine Schools

Employees of Bend-La Pine Schools wishing to create and/or maintain an official school-related presence on any social media site must have a copy of this **completed and approved form** on file in the school / department supervisor's office and a copy submitted to the district's Communication Department **prior** to a social media site's activation. Employees creating sites for student groups to manage and any pre-existing sites must also be authorized and registered with the district.

Employees setting up and/or maintaining a social media site must also agree to add their immediate supervisor as an administrator for the page/site and keep their login information on file and up to date with their supervisor.

Once authorized by the Communications Department, the employee and their supervisor are fully responsible for regular monitoring of the site, the appropriateness of on-line conduct and adhering to the district's official social media policies and procedures. Any social media sites existing without authorization will be subject to review, editing and possibly removal. Any employee not adhering to the district's social media policies and procedures may result in loss of social media privileges and/or disciplinary action.

<b>Date:</b>				
<b>Employee Name:</b>			<b>School / Department:</b>	
<b>Employee Title:</b>			<b>District Email:</b>	
<b>I will represent the following class/team/club/project/etc. on social media:</b>				
<b>Purpose of presence on social media:</b>				
<b>Audience for this site (check all that apply)</b>				
<input type="checkbox"/> Students	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> Community	<input type="checkbox"/> Team/Group/Club Members	<input type="checkbox"/> Other:
SITE ACCOUNT INFORMATION				
<b>Social media tool to be used (check one)</b>				
<i>*if multiple accounts will be set up for the same purpose, please submit a form for each tool to be used</i>				
<i>*new Facebook sites must be created as "Business" or "Place" – "Personal" sites are <b>not</b> acceptable for conducting official district business</i>				
<input type="checkbox"/> Facebook	<input type="checkbox"/> Instagram	<input type="checkbox"/> Twitter	<input type="checkbox"/> TikTok	<input type="checkbox"/> Blog/Website
<input type="checkbox"/> Other:				
<b>Associated District Email:</b>				
<b>Social Media Account User Name:</b>				
<b>Social Media Account Password:</b>				
<i>(must be unique to social media account, <u>not</u> your district accounts password)</i>				
<b>Login URL:</b>				
<b>Public View URL:</b>				
<b>Names &amp; Titles of those who will also have access to this social media account:</b>				
Name:		Email / phone:		
Name:		Email / phone:		

<b>Employee Signature</b>	<b>Date</b>	<b>Supervisor Signature</b>	<b>Date</b>
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PROCEDURES FOR APPROVAL	
1. Submit completed form to the Communications Department	
2. Wait for Communications Department approval before making your social media site live	
<input type="checkbox"/> <b>REQUEST APPROVED</b>	<input type="checkbox"/> <b>REQUEST DENIED</b>
<b>Communications Department Signature:</b>	<b>Date:</b>