

**RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
SOCIAL MEDIA SITE AUTHORIZATION FORM**

Prior to activating an official district-sponsored social media presence, employees of Red Bluff Joint Union High School District who wish to create and maintain a district-sponsored presence on any social media site must first complete this form and obtain authorization from their school principal or department supervisor. Once authorization has been received, the employee's site administrator or designee(s) will be fully responsible for regularly monitoring the site to ensure appropriate on-line conduct and adherence to Board Policy 1114 and Administrative Regulation 1114 on Social Media Use. Personal social media use is not to be used to conduct official district or school business.

Date: _____ Employee Name: _____ School: _____

Site/Department: _____ Employee Title: _____

District Email Address: _____

Describe purpose of district-sponsored social media use: _____

NAME OF PROPOSED SOCIAL MEDIUM(S): _____
e.g. Twitter, Facebook, Instagram, Snapchat, blog, wiki, multimedia sharing sites such as SchoolTube or Vimeo, and other sites.

By signing below, I agree that my use of the social media site(s) listed above will comply with all district board policies and administrative regulations including Student and Employee Acceptable Use Policies, and including but not limited to the following Terms of Use:

1. Content on the approved social media site shall at all times comply with district policies, procedures, and regulations, as well as with applicable state and federal law.
2. Staff are responsible for monitoring student use of approved social media sites and shall remove content that violates district policies, procedures or regulations, or state or federal law.
3. Any inappropriate use of approved social media sites shall be reported to the employee's school principal or department supervisor.
4. District and/or school administrators shall be granted access to approved social media sites to monitor the sites for compliance with district policy.

Employee Signature _____ Date _____

Principal/Supervisor: **Approved** **Not Approved**

Name: _____ Signature: _____

Title: _____ Date: _____

For District Use: **Approved** **Not Approved**

Name: _____ Signature: _____

Title: _____ Date: _____

SOCIAL MEDIA ACCOUNT INFORMATION

Site Administrator(s): _____

E-mail address associated with site: _____

User name: _____ Password: _____

Names of all individuals with site account access: _____

Comments: _____