

SOCIAL MEDIA SITE AUTHORIZATION FORM

Employees of Davis Joint Unified School District who wish to create and maintain an official District or school presence on any social media site must have a copy of this completed form on file in the school/department supervisor's office, and a copy submitted to the District's Public Information Office, prior to a social media account activation. Hard copy or .pdf copy filed digitally accepted.

Once authorized by a school principal or department supervisor and the District Public Information Officer, the social media site administrator and his/her supervisor are responsible for regular monitoring of the site, appropriate online conduct and adhering to the District's Social Media policy and guidelines. Only employees of DJUSD may be administrators of official District or school social media sites. As a requirement for approval, the District Communications Specialist must be named as a site administrator for the purpose of emergency access and data collection.

Date: _____

Dept. or School Site: _____

Employee Name: _____

Employee Title: _____

District email: _____

Nature of request:

- Facebook* Page:** _____
- Twitter Account:** _____
- Instagram Account:** _____
- YouTube** _____
- Other:** _____

SITE ACCOUNT INFORMATION:

Purpose/Name of Site: _____

E-mail address associated with account: _____

Username: _____ **Password:** _____

All individuals with site account access:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

AUTHORIZATION BY SCHOOL PRINCIPAL OR DEPARTMENT SUPERVISOR:

Name: _____ Signature: _____

Title: _____ Date: _____

*New Facebook accounts must be created as a "Business." "Personal" sites are not acceptable for conducting official District or school business.