



SOCIAL MEDIA SITE AUTHORIZATION FORM

Employees of Provo City 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 Communications Department, prior to a social media site's activation. Either a hard copy or .pdf copy filed electronically is acceptable. Note: Once authorized by a school principal or department supervisor, the social media site administrator and their supervisor are fully responsible for regular monitoring of the site, appropriate on-line conduct and adhering to the district's official Social Media Guidelines.

Date: _____

Dept. or School Site: _____

Employee Name: _____ ID: _____

Employee Title: _____ District e-mail: _____

Nature of request:

- Website/page: _____
- Blog: _____
- Facebook: _____
- Twitter: _____
- Instagram or other: _____

Purpose of presence on social media site: _____

SITE ACCOUNT INFORMATION:

E-mail address associated with site: _____

User name: _____ Password: _____

All individuals with site account access (must include PCSD Communications Department):

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

AUTHORIZATION BY SCHOOL PRINCIPAL OR DEPARTMENT SUPERVISOR:

Name: _____ Signature: _____

Title: _____ Date: _____

**New Facebook sites must be created as a "Business" or "Place" – "Personal" sites are not acceptable for conducting official district or school business. As a requirement the district Communications Department must be named as a site administrator by granting administrator access to the Coordinator of Communications and Public Relations only for the purpose of emergency access. The social media site's administrator and school principal/department supervisor are 100% responsible for monitoring the site and adhering to the district's official Social Media Guidelines.*