

# USD 475 Social Media Account Request Form

Date \_\_\_\_\_

Before filling out the request for a social media account, please review USD 475 [Acceptable Use Board Policy](#), [FERPA](#), [Privacy Statement](#), [Web Disclaimers](#), [Directory Information Guidelines](#), and the Guidelines for Social Media Usage. Adherence to these documents and the guidelines listed below are required in order for any social media account to be sanctioned by USD 475. Violation of either of these agreements or any board/district media policy (via the proposed social media account) will result in immediate: 1) *Removal of the account*; 2) *Review of violation by USD 475 Administration*; 3) *Possible disciplinary action*.

Type of Account \_\_\_\_\_  
(i.e. Facebook, Twitter, Instagram, Edmodo, YouTube, and all other forms of social media)

Building \_\_\_\_\_

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

District Email \_\_\_\_\_  
(email addresses used for the account should also be included if other than the district email of the requester)

Purpose and Uses of Account (Please be specific. This information will be used to decide if the requested account is approved.)

User Name \_\_\_\_\_ Password \_\_\_\_\_

Please, do not give your personal username and password to Facebook accounts. The Marketing and Media Relations Team must be added as an Admin to all Facebook Pages. Classrooms and Programs should use Facebook Groups instead of Facebook Pages (contact the Marketing and Media Relations Department for more information).

Security Questions and Answers if Applicable

By entering your name below, you acknowledge that you have read and will abide by the Geary County Schools USD 475 [Acceptable Use Board Policy](#), [FERPA](#), [Privacy Statement](#), [Web Disclaimers](#), [Directory Information Guidelines](#), and the Guidelines for Social Media Usage. Failure to do so could result in immediate:

1) *Removal of the account*; 2) *Review of violation by USD 475 Administration*; 3) *Possible disciplinary action*.

**Typing your name below serves as a digital signature.**

Administrator Name and Digital Signature \_\_\_\_\_

Requester Name and Digital Signature \_\_\_\_\_

**Please send a digital copy of this form to the Marketing & Media Relations Department at the Mary E. Devin Center.**

The Geary County Schools USD 475 Marketing and Media Relations Department reserves the right to alter, add to, or remove content in an attempt to protect the district brand and image. In most cases the Marketing and Media Relations Department will first attempt to work with the requester, however, situations may arise when action may be taken without notice. The Marketing and Media Team oversees all branded or official USD 475 social media.

