

Loomis Chaffee

Loomis Chaffee School Social Media Agreement

This agreement acknowledges that _____ (*Name*) will hold administration privileges of the Loomis Chaffee social media account _____ (*Account Username*), with the goal of increasing the voices and experiences presented to our students and audiences.

As an administrator for this Loomis Chaffee account, I acknowledge that I must abide by the Loomis Chaffee Student Handbook and Employee Handbook, and the Social Media Guidelines. Violations can result in consequences as laid out in the Student Handbook. I understand that I am representing Loomis Chaffee in all my words and actions, both on and off of the social media account. I will post content that exemplifies the school's values of "the common good" and the "best self."

As the administrator, I will not use foul language or slurs while administering the account. I will not post content that could be taken as offensive. I will not use the account to demean or belittle others.

I will use the account in a positive manner to share with our audience what I love about my experience at Loomis Chaffee. I agree to share the data and information requested by the Director/Assistant Director of Digital Communications. I agree to keep my mobile device secure and to keep the login and password secure.

Social Media Platform (circle all that apply): Instagram / Facebook / X, formally known as Twitter / TikTok

Account Name/Username: _____

Account Password: _____

Account Owner Loomis Chaffee Email: _____

Account Owner Name: _____

Account Owner Signature: _____

Date: _____

Received by: _____ Date: _____