



# SOCIAL MEDIA PLATFORM REQUEST

McCreary County Schools encourages the use of social media platforms that are designated as appropriate by the district. The content shared via these platforms should be done so with the intent of boosting community engagement and directing viewers to the district website ([www.mccreary.k12.ky.us](http://www.mccreary.k12.ky.us)).

Please fill out this form and submit it to your school Administrator for approval if you or your club/organization are requesting approval to create a social media page. (i.e. Facebook, Instagram, etc.) Staff should follow School Board policy as well as all other local, state and federal laws regarding social media use. Failure to comply with these policies/guidelines could result in disciplinary action.

### A FEW THINGS TO REMEMBER

- You are a representative of the MCSD and there will be a digital record of everything shared on your account.
- Remove any content that does NOT comply with guidelines set forth by the district.
- Make sure content does NOT violate FERPA laws outlined by the school board.
- Check copyright on photographs used and credit necessary photographers.
- Select content that fits your audience.
- Be respectful. Personal attacks will NOT be tolerated.
- Commercial solicitations or advertisements are NOT allowed.
- If you have any questions, contact your building Administrator for further guidance.
- Make sure if you are sharing student work or photos that a copy of the Acceptable Use Policy is on file.



*Please fill in the following information:*

What social media platform are you intending to use? \_\_\_\_\_

What will be the name of your site/page? \_\_\_\_\_

Name of person(s) that will be over this account: \_\_\_\_\_

Signature of person(s) that will be over this account and agree to follow the rules/guidelines put forth by the School District:

\_\_\_\_\_

For Administrator Use Only:

Approved/Denied: \_\_\_\_\_ School Name: \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_