

Social Media Account Authorization Form

Employees of the Cincinnati Public 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 the District's Office of Marketing and Communications, prior to a social media account's activation. Email a PDF of this completed form to the Office of Marketing and Communications at willikm@cpsboe.k12.oh.us with the Subject [SCHOOL NAME - Social Media Account Request]. If you are requesting a Facebook Account, please include a link to an account that we can grant page access to. This can be your account or a new profile solely created for page management. Before your school can be given access to social media accounts, we require that all staff members with site access undergo a brief social media training with the Office of Marketing and Communications.

Note: Once authorized by a school principal/department supervisor, the social media account administrator and their supervisor are fully responsible for regular monitoring of the site, appropriate online conduct and adhering to the District's Social Media Policy for Employees (#9125)

Date:

Department or School Site:

Employee Name: Employee ID #:

Employee Title:

District Email:

Social Media Account Requested:

- ☐ Facebook
- ☐ Twitter
- ☐ Instagram
- ☐ YouTube

User Name Requested:

Password Requested (if applicable) :

Authorization by School Principal or Department Supervisor:

Name:

Signature:

New Facebook sites must be created as a "Business." Personal sites are not acceptable for conducting official District or school business. As a requirement, the District's Public Affairs Department must be named as a site administrator by granting administrator access to willikm@cpsboe.k12.oh.us, only for the purposes of emergency access. The social media account's administrator and school principal/department supervisor are 100 percent responsible for monitoring the site and adhering to the District's Social Media Policy for Employees (#9125).