



Social Media Authorization Form

Employees wishing to create and maintain a Facebook or other social media profile as a part of their job should complete this form in its entirety. (This includes pages for classes, teams, organizations or groups of parents and/or students. It does NOT include personal profile pages.)

Employees setting up and/or maintaining a Facebook page or other social media profile also agree to add a supervisor and the Communications Coordinator, as an administrator for the page. In case of an emergency that prevents you from being able to access your page, this will ensure timely and accurate information is shared with your followers.

Completing this form will allow the district to maintain a central directory of social media profiles that are available to all stakeholders.

Forms should be completed and returned to the Greene County Schools Communications Coordinator.



1. Name: _____

2. E-mail address: _____

3. I plan to represent the following school/class/team/club/project/etc. on social media.

4. The social media tool I intend to use: (check all that apply)
 Facebook Twitter Instagram Other: _____

5. The URL for my page (or my Twitter handle and/or hashtag):

6. I consider these people to be my MAIN audience for this site (check all that apply):
 My students My students' parent Community members

7. Other MAIN audience not listed above: _____

8. Please provide a description of the type of information or content that will be shared.

9. I plan to use the following privacy structure for my page (please check).
 Open public access to view and post
 Open public access to view, with no ability to post
 Viewing access limited only to invited members (private or secret Facebook group)
 Other _____

10. I acknowledge that I will be solely responsible for managing the information and posts on my page. I also affirm that I intend to give one of my supervisors, and the GCSS Communications Coordinator, administrator-level access to my page, group or account, to assist in case of emergency.
 Yes No