



SOCIAL MEDIA SITE AUTHORIZATION FORM

Employees of San Diego Unified 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 a copy submitted to the district's Communications Department, prior to a social media site's activation. Either a hard copy or .pdf copy filed electronically is acceptable. Note: Once authorized by a school principal or department supervisor, the social media site administrator and their supervisor are fully responsible for regular monitoring of the site, appropriate on-line conduct and adhering to the district's official Social Media Guidelines.

Date: _____

Dept. or School Site: _____

Employee Name: _____ ID: _____

Employee Title: _____ District e-mail: _____

Nature of request:

- Website/page: _____
- Blog: _____
- Other: _____
- Other: _____
- Other: _____

Purpose of presence on social media site: _____

SITE ACCOUNT INFORMATION:

E-mail address associated with site: _____

User name: _____ Password: _____

All individuals with site account access:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

AUTHORIZATION BY SCHOOL PRINCIPAL OR DEPARTMENT SUPERVISOR:

Name: _____ Signature: _____

Title: _____ Date: _____

**New Facebook sites must be created as a "Business" or "Place" – "Personal" sites are not acceptable for conducting official district or school business. As a requirement, the district Communications Department must be named as a site administrator by granting administrator access to: communications@sandi.net, only for the purpose of emergency access. The social media site's administrator and school principal/department supervisor are 100% responsible for monitoring the site and adhering to the district's official Social Media Guidelines.*