



Social Media Account Request Form

Any social media account or page operated by a Randolph County School System (RCSS) staff member in order to communicate with students must be connected to an RCSS email address. Any employee seeking to establish any such account or page must complete, sign, and submit for approval this form to the school principal. The principal must sign the form and submit it for approval to the RCSS public information officer in the Superintendent's Office.

A separate Social Media Account Request Form must be completed, submitted, and approved for each of the school's social media accounts or pages.

All RCSS staff members using social media must adhere to [Board Policy 7335–Use of Social Media by the School System](#), [RCSS Social Media Guidelines](#), and all applicable laws.

The social media platform you are requesting to be used by your school or school group (check one):

____ Facebook ____ Instagram ____ Twitter

(A separate "Social Media Account Request Form" must be submitted and approved for each social media platform to be used at your school.)

School or school group whose name will appear on the social media account/page: _____

School staff member who will serve as the account/page administrator: _____

Email address of the account/page administrator: _____

(The account/page administrator must use his/her RCSS email address, not a personal address, to set up the social media account.)

By signing below, I am indicating that I have read Board Policy 7335, as well as the RCSS Social Media Guidelines, and agree to adhere to those requirements.

Account Administrator Signature Date

Principal Signature Date

- ☐ Request Approved
☐ Request Disapproved/More information needed

Public Information Officer Signature Date