



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 Public Affairs Department, prior to a social media account's activation. Either a hard copy faxed to the Public Affairs office at (513) 363-0025 or .pdf copy sent electronically to Public_Affairs@cps-k12.org is acceptable. **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
- Blog
- YouTube
- Other (describe): _____

Purpose of presence on social media site: _____

Site Account Information:

Email address associated with the account: _____

User Name: _____ Password: _____

All individuals with site 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." 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 lamCPS.k12@gmail.com, 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).