

Adair County School District
Social Networking Website Administration Form

The following information must be submitted to the Director of Technology immediately upon creation of the social networking website. It will be kept confidential and on file at the District Technology Office.

Name of Social Networking Website: _____

URL of Social Networking Website: _____

Classroom/School Organization/School/District: _____

Staff Sponsor of Social Networking Website: _____

Staff Sponsor Phone Number: _____

E-mail Address Linked to Social Networking Website: _____

Administrative Login to Social Networking Website: _____

Administrative Password to Social Networking Website: _____

I understand that the Director of Technology has the right to monitor all social networking websites and will delete all inappropriate posts of staff, students, or community members. Inappropriate posts will be reported to the appropriate administrator and/or law enforcement for appropriate disciplinary action. The Director of Technology will delete all social networking websites that are created on behalf of the Adair County School District that are not school-related and do not support the purpose stated on the *Social Networking Website Request Form*.

Signature: _____ Date: _____