

Adair County School District
Social Networking Website Request Form

All *Adair County School District* social networking website use must be for instructional or school-related purposes, including: (a) instructional (classroom) use by staff and students via *Edmodo* or in special circumstances other social networking websites; (b) school organizations via *Facebook*, *Twitter*, or other approved social networking websites; or (c) district and schools via *Facebook*, *Twitter*, or other approved social networking websites.

The Director of Technology must approve all social networking website requests prior to their creation. Upon approval, the staff sponsor of the social networking website is responsible for creating, monitoring, and managing the social networking website to promote safe and acceptable use. Upon creation of the social networking website, the staff sponsor must complete the *Social Networking Website Administration Form* and submit it to the Director of Technology to be kept on file at the District Technology Office.

Staff Sponsor Name: _____ **School/Location:** _____

Social Networking Website Requested (Check One):

Edmodo *Facebook* *Twitter* *Other (Please List)* _____

Purpose (Check One): Instruction School Organization School District

What is your purpose for establishing a social networking website? _____

What are you planning to achieve with this social medium? _____

Who is your target audience? _____

I have read and will abide by the *Social Networking* policy that is included in the *Staff Acceptable Use Policy*. I agree to create, monitor, and manage the social networking website to promote safe and acceptable use. I will delete all inappropriate posts and must report inappropriate behavior to the Principal (for students) or the immediate supervisor (for staff). Prior to utilizing social networking websites with students, I will explain to them the *Social Networking* policy that is included in the *Student Acceptable Use Policy* and will verify that each student participant has a signed *Student Acceptable Use Policy Agreement Form* on file with permissions checked for accessing social networking websites prior to my allowing them to access these websites.

Signature: _____ Date: _____

Approved By: _____ Date: _____