

# FLOWING WELLS SOCIAL MEDIA ACCOUNT APPLICATION

If you wish to create and maintain a social media profile as part of your job in Flowing Wells, please complete this form and route it for signatures/approval. Once approved, you may use the language “**Official Facebook/Instagram/Twitter account of Flowing Wells (insert your group name here)**” in your page description or biography. In addition, once approved, your profile will be included in the District Social Media Directory and published on the District website.

**My Name**

**School:**

**I plan to represent the following team/club/group on social media:**

**The social media platform I intend to use is:**

- Facebook
- Instagram
- Twitter
- Other \_\_\_\_\_

**My existing or proposed page name/handle is:**

**My intended audience is:**

- Parents
- Students
- Community
- All of the Above

**The type of content I plan to share includes:**

I affirm that I have read and understand the social media guidelines for employees. (See FW Policy GBEF and GBEF-R)

I understand that before posting student photos, I must verify the media release status of each student.

I acknowledge that I will be solely responsible for managing the information and posts on my page. I agree to add my principal and District personnel as administrators on my page. I agree to allow District personnel to manage privacy settings and assist if necessary.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Principal** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assistant Superintendent** \_\_\_\_\_

**Date** \_\_\_\_\_

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**DISTRICT USE ONLY**

Account Username \_\_\_\_\_ Password \_\_\_\_\_

School and District personnel have been added as administrators to page.