



Communications Department
Auburn School District
915 4th Street N.E.
Auburn, WA 98002
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Auburn School District Non-District Provided Social Media Site Use Authorization Form

Staff members of the Auburn School District who wish to create and maintain an official district or school presence on any non-district provided social media site must have a copy of this completed form on file in the school or department office. The district communications department is to be notified prior to site activation. The school principal or department administrator and the staff member are responsible for regular monitoring of the social media site, ensuring appropriate online conduct and adherence to the district Electronic Resources Policy (2022), Procedure (2022P) and District Guidelines for Use of Social Media.

Facebook sites must be created as a “Business” or “Place”, “Personal” sites are not acceptable for conducting official district or school business. For the purpose of emergency access, the district communications department must be named as a site administrator by granting administrator access to: communications@auburn.wednet.edu.

In order to create and maintain a non-district provided Social Media Sites, I agree to the following terms and conditions. I understand that if these terms and conditions are violated, appropriate disciplinary action may be imposed, legal action may be taken, and the violation may be forwarded to the authorities for prosecution if applicable.

- Staff that use social media are responsible for complying with applicable federal, state, and county laws, regulations and policies. This includes adherence to established laws and policies regarding copyright, records retention, privacy laws (FERPA) and information security policies established by Auburn School District.
- School social media accounts must be created using an official district email account.
- Employees representing Auburn School District via social media outlets must conduct themselves at all times as representatives of the Auburn School District. Employees who fail to conduct themselves in an appropriate manner shall be subject to disciplinary action.
- Violation of these standards may result in a request for the removal of staff/program pages from social media outlets.
- District media sites, web pages and/or social media should promote learning/instruction, curriculum, school activities and/or information about the Auburn School District.
- Auburn School District directory data are to be used when posting student photos, work, links, and information. Staff will confirm with the school office no students will participate whose parents have declined to have directory information shared. Please consult your building principal/department supervisor and/or building secretary if you are not familiar with directory data releases and the accompanying procedures.
- Staff should maintain a separation between professional and personal social media or electronic communication including text messaging.
- The user may not use the District System to participate in any activities that violate state or federal law, school district policy, or these Terms and Conditions. The user will abide by all terms listed in Board policy 2022.

Authorization is requested for the use of the below listed Non-District Provided Social Media Site:

Purpose of use: _____

Staff member requesting authorization:

School Site or Department: _____

Name: _____

Position: _____

District email associated with site: _____

Signature: _____

The above listed staff member is authorized to use the listed non-district provided social network site.

Name: _____ Signature: _____

(Principal or Department Administrator)

Title: _____ Date: _____

Please scan a **signed** copy to communications@auburn.wednet.edu, thank you.