

Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420
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www.henderson.kyschools.us



SOCIAL MEDIA SITE AUTHORIZATION FORM

Employees/Teams of Henderson County Schools 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 a copy submitted to the Communications Dept, prior to a social media sites activation. [Either a hard copy or .pdf copy filed electronically is acceptable.]

Note: Once authorized by a school principal or department supervisor, the social media site administrator and their supervisor are fully responsible for regular monitoring of the site, appropriate online conduct, and adhering to the district's official Social Media Guidelines.

Date: _____

Dept. or School Location: _____

Employee Name: _____

Employee Title: _____ District email: _____

Nature of request:

Website/page: _____ Blog: _____ Other: _____

Purpose of presence on social media site:

SITE ACCOUNT INFORMATION:

E-mail address associated with site: _____

Site Name: _____

All individuals with site account access:

Name: _____ Title: _____

Name: _____ Title: _____

** As a requirement, the Public Information Officer must be named as a site administrator by granting administrator access to: megan.mortis@henderson.kyschools.us. The social media site's administrator and school principal/department supervisor are 100% responsible for monitoring the site and adhering to the district's official Social Media Guidelines.*

AUTHORIZATION by SCHOOL PRINCIPAL or DEPARTMENT SUPERVISOR:

Name: _____ Signature: _____

Title: _____ Date: _____

Updated: December 4, 2018