



Social Media Account Registration Form

Account manager:

Name of school or program:

What is the purpose of the social media account and who is the intended audience?

What type of social media account do you want to create? (circle one)

- Facebook
- Twitter
- Instagram
- YouTube

What is the proposed name of the account media account?

This may change when you set up the account. Please notify Public Relations if this changes at set up.

What is the account email address?

All accounts must be set up using your Meridian School District email address.

What is the account password?



Account Manager Agreements

As the social media account administrator, I agree to the following social media account manager agreements:

- The social media account I am setting up is for the purpose of communicating information about my school or program with students, families, and/or staff. This page is not intended to replace direct student, family and staff communication such as course-specific information, deadlines or grades.
- The Department of Public Relations will always have administrative access to this social media account.
- I will create and manage this social media account using my Meridian School District email address as the contact email.
- I will ensure the account meets the social media provider's terms of use.
- I will not post or discuss individual student data on this social media account and will otherwise comply with the data-sharing requirements of the Family Educational Rights and Privacy Act (FERPA).
- I will not post pictures, video or information on this social media account associated with students who are on the FERPA or district opt-out list.
- I will not discriminate against students or family members who choose not to participate on social media and who therefore do not have access to this account.
- I will not use this social media account as the exclusive form of communication for my school or program, to ensure that those who do not use social media still have access to the information.
- I have read and understand and will comply with Meridian School District social media policy and procedure 4007 and 4007P.
- I will provide updated account name and password information to the Public Relations Department if it is changed.
- I will not share the account's password with anyone to help manage the account. I commit to being responsible for all information shared on the account.

Signature

Date

Printed Name

Job Title