



Social Media Account Request Form

Any social media page or account operated by an employee in order to communicate with students must be connected to a Randolph County School System email address. Any employee seeking to establish any such page or account must complete, sign, and submit for approval this form to the school principal or the RCSS public information officer.

All Randolph County School System staff members using social media to communicate with students and/or parents must adhere to [Board Policy 7335–Use of Social Media by the School System](#), [RCSS Social Media Guidelines](#), and all applicable laws.

Employee's Name:

RCSS email address to be associated with the account:

Account/Page Name and/or URL:

Administrator(s) of the Account/Page:

Educational purpose of the Account/Page:

Target audience of the Account/Page:

By signing below, I am indicating that I have read Board Policy 7335, as well as the RCSS Social Media Guidelines, and agree to adhere to those requirements.

Employee Signature

Date

Request Approved

Request Disapproved/More information needed:

Principal Signature

Date

Public Information Officer Signature

Date