

Social Media Account Registration Form

Chehalis School District staff members are allowed to manage social media accounts that represent schools, departments, programs, athletic teams and clubs. All accounts are subject to School Board Policy 5253.

These accounts must be approved by the Public Information Officer and all posts on these accounts are public records. Info: Call Public Information Officer Carrina Stanton ext. 8229.

Name/contact info for Account Manager (must be 18+ and an employee of Chehalis School District)

Group Represented by Account

Platform for Account

Account Name

How do you plan to use this account?

How often do you plan to post on this account?

Account Login Info (username/password)

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

- The social media account is for the purpose of communicating information about my school, program, department, athletic team or club 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.

- I agree to allowing the Public Information Officer or designee to have administrative access to my account. I understand this access will be used in the event of a post that violates district standards and policies.
- I will manage this social media account and be responsible for its content. Content may not include:
 - Vulgar, offensive, threatening or harassing language or personal attacks or content that violates the Chehalis School District's notice of non-discrimination
 - Promotion or advertising of commercial services, entities or products (unless involved in fundraising activities for your club, group or team)
 - Confidential, proprietary or legally sensitive information about district business and/or district employees
 - Policy decisions or items of legal and fiscal significance not previously released to the public
 - Language aligning with or endorsing a candidate for political office (including yourself), ballot measure or political party
 - Any content that violates 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 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, program or department, to ensure that those who do not use social media still have access to the information.
- I have read and understand Chehalis School District Board Policy No. 5253

ACCOUNT MANAGER SIGNATURE _____

ACCOUNT MANAGER PRINTED NAME _____