



REGISTRATION FOR PROFESSIONAL SOCIAL MEDIA ACCOUNT

Staff who wish to set up a social media account for official BOCES use to represent a classroom, program, service, or BOCES activity will need to complete this registration for new or pre-existing accounts as specified in Board Policy 5700.

Complete and return this registration to your immediate supervisor.

Name: _____ Position Title: _____

BOCES Email Address: _____

Social Media Network:	Proposed Account Name:	Proposed Account Handle:	Account Type:	
			Individual	Shared
Facebook			<input type="radio"/>	<input type="radio"/>
Twitter			<input type="radio"/>	<input type="radio"/>
Instagram			<input type="radio"/>	<input type="radio"/>
YouTube			<input type="radio"/>	<input type="radio"/>
Other: _____			<input type="radio"/>	<input type="radio"/>
_____			<input type="radio"/>	<input type="radio"/>
_____			<input type="radio"/>	<input type="radio"/>

If more than one individual will be posting to this account, please provide the staff members names, and the primary account holder:

Purpose of account: _____

Your signature below indicates that you have read Board Policy 5700 and agree to the provisions of the policy and all other policies and Administrative Regulations so referenced in Policy 5700. You will need to wait for confirmation from Administration before setting up a professional social media account.

Staff Signature: _____ Date: _____

Immediate Supervisor: _____ Date: _____

Authorizing Administrator: _____ Date: _____

Received by Communication Department _____ Date: _____