



### Sample: School Based Social Media Registry

Please fill out this form and submit to your principal for approval indicating each school-based professional social media site you intend to set up.

1. Name: \_\_\_\_\_

Indicate the social media tool/s you would like to use:

- |                                     |                                   |                                    |
|-------------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Facebook   | <input type="checkbox"/> YouTube  | <input type="checkbox"/> Wordpress |
| <input type="checkbox"/> Twitter    | <input type="checkbox"/> Google + | <input type="checkbox"/> Typepad   |
| <input type="checkbox"/> Blogger    | <input type="checkbox"/> Ning     | <input type="checkbox"/> Tumblr    |
| <input type="checkbox"/> Website    | <input type="checkbox"/> Vimeo    | <input type="checkbox"/> Other     |
| <input type="checkbox"/> Wikispaces | <input type="checkbox"/> Flickr   |                                    |

If other, please describe here: \_\_\_\_\_

2. Provide a brief description of the class/group you will be using the social media tool for and the purpose of the intended use.

\_\_\_\_\_

3. Indicate whether your site will be open to the school community, limited to a particular class or particular grade or group within the school, or open to a larger community.

- Open within school community.
- Limited. Indicate which class, grade or group has access \_\_\_\_\_.
- Open to a larger community. Explain \_\_\_\_\_

Please verify that the social media site indicated above complies with relevant New York City Department of Education policies as well as the Social Media Guidelines, that you have reviewed these guidelines and policies with your students, and that you have reviewed the social media site's rules to determine whether it is appropriate for use by your intended audience. Also verify that anything written by you or other school staff for posting will be proof-read for accuracy and grammar. Employee use of professional social media is considered DOE work-product.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Principal/Designee: \_\_\_\_\_ Date: \_\_\_\_\_