



Checklist for Setting up a School-Based Group Social Media Site

(Athletics, Student Council, Band, Orchestra, etc.)

- Authorization must be obtained for school-based groups from the building administrator (i.e. principal).
- A district email address will be provided to the Administrator of a School-Based Group social media site by the Director of Technology.
- The username and password of School-Based Group social media site must be provided to the Director of Technology.
- District 33 Logo must be included on the School-Based Group's social media site
- Each social media site must include links back to School and District web sites
- Use district contact information (address, phone, etc.) when creating a School-Based Group social media account.
- All postings of student work, photos, names, and videos must comply with the District 33 Media Release Policy (Policy #7:340-AP1-E2).
- All school and district sponsored social media will include the following disclaimer (if allowable by social media site): *We encourage users to interact with articles, blogs, reviews and multimedia features. District 33 schools do not accept responsibility or association with fans, followers, and or equivalent. User reviews and comments that include profanity, personal attacks, inappropriate comments or material, or violate our social media guidelines will be removed from the site. Additionally, entries that are unsigned or contain "signatures" by someone other than the actual author will be removed. Finally, we will take steps to block users who violate any policies governing this site.*
- Review D33 Social Media Guidelines and Procedures to ensure your page is in compliance.
- Please contact Tech Department when checklist is complete to link your site to your school's website.