Sandhills Community College

Social Media Site Request Form

Site(s) to be used: ☐ Facebook ☐ Twitter ☐ LinkedIn ☐ Google Plus ☐ Instagram

☐ YouTube ☐ Other _____

Requester Information

Department/Unit/Program: _____

Primary contact: Name: _____ Email: _____

Site Information

Purpose of page: _____

Primary Site Administrator: _____

Secondary Site Administrator: _____

URL for site: _____

Username for administrative access: _____

Password for administrative access: _____

Launch/Setup Date of site: _____

** Please note: Information MUST remain current and up to date. If username/password are changed, this document must be updated. This information will not be used unless there is a problem on or with the site. ***

☐   I have viewed the "Social Media for State Agencies" tutorial**.**

I agree to the terms and conditions contained in this document:

Signatures:

Primary Site Administrator: _____

Secondary Site Administrator: _____

Department Chair/Director: _____

Faculty: Department Chair of Distance Learning: _____

Staff: Division Vice-President: _____

Sandhills Community College

Social Media Procedure

SCC supports the appropriate use of social media by Faculty in accordance with existing policies published in the college "Personnel Manual" regarding the code of conduct and in accordance with the guidelines listed below.

"Social media" is defined as a conversation between the college, students, prospective students, members of the community at large, and other entities and/or individuals.

1. All social media sites created representing the college must clearly state this by including "Sandhills CC" in the name of the site.
2. Departments/Units/Programs wishing to create a social media site for use in the college environment must also complete a request form and wait for official approval before proceeding. (See "Social Media Request Form")
3. Social media sites, for use in the college environment, may only be created by official college personnel.
4. Each site must have a unique professional identity associated with it. A unique professional identity is defined as an identity that is used **exclusively** for the purpose of administering and interacting with this social media site.
5. Online behavior in a social media site should mimic on-campus behavior as prescribed by existing college policies both for site administrators and participants.
6. For faculty social media sites, the Department Chair of Distance Learning must be supplied with usernames and passwords to access the administrative portion of the social media site and must be informed if changes to usernames and passwords are made. The Department Chair of Distance Learning may periodically review the content of the social media site.
7. For staff social media sites, the appropriate Vice-President must be supplied with usernames and passwords to access the administrative portion of the social media site and must be informed if changes to usernames and passwords are made. The appropriate Vice-President may periodically review the content of the social media site.