



Twitter Account Request and Change Form

The Wentzville School District understands the importance of effective digital communications, and Twitter is a resource that has been sanctioned by the district for use by approved district employees for school purposes. All district Twitter accounts must be officially approved and processed by the school district. Once the account is created, it is up to the approved individual to disseminate the account name to those that may wish to follow the account. Twitter is an open form of communications that can be viewed by anyone in the world the same as a public webpage, so be aware of that fact and post tweets accordingly. These accounts are intended for one-way communication, and the account should not be set up to “follow” any other Twitter feeds. Any concerns or inappropriate tweets should be reported to the principal or a district administrator immediately. The email address that will be used for the account will be the individual’s WSD email account and should not be changed. The account is to be used only by the employee assigned to the account and only for district business/information.

Name of person requesting account: _____

School or department: _____

Request description: (describe what the purpose of the account will be – i.e. information for school, classroom, department, clubs or sports):

Signature of person requesting account: _____

Date: _____

Your school head principal or an administrator needs to approve:

Principal/Administrator approval signature: _____

Date: _____

By signing this you agree to follow these guidelines along with the district policies, regulations and procedures and to be prudent and professional in the use of this Twitter account. Please create your account and submit this form to the District Community Relations Department for processing.

Twitter Account Name: _____ (ie - @WSDInfo)

Twitter Account Changes:

Twitter Account Name Change:

If your name changes then your previous Twitter account will need to be renamed to reflect your new name. Please fill out the information below and submit to the District Technology Office.

“Old name”: _____ “New name”: _____

Previous WSD Twitter account name: _____

Signature: _____

Date: _____

Twitter Account Deletion:

If you wish to have your Twitter account deleted then complete below:

WSD Twitter account name wishing to be deleted: _____

Signature: _____

Date: _____

Date Form Received: