WASHINGTON STATE UNIVERSITY
EXTENSION

Approval Request for use of Social Media and Related Online Communications

Platform (e.g. Facebook, Google+, Twitter):

Name of page or site:

URL:

Purpose:

Administrator/Manager:

I understand the following as outlined in Executive Policy #4, Electronic Communication Policy, in the WSU Executive Policy Manual:

- Activities must be transparent;
- Real names are to be used (no pseudonyms or anonymous postings);
- My role at WSU will be disclosed;
- A professional attitude must be maintained at all times; and
- Records of account/site usernames and passwords will be maintained to facilitate transition of account management if necessary.

I will respect WSU time and property and understand the difference between personal and professional use (see RCW 42.52.160, WAC 292-110-010, and BPPM 20.37).

I will protect confidential and proprietary information (see BPPM 90.05, 90.06, and 90.07).

I will respect copyright and fair use.

I will not use the WSU or WSU Extension name or logo inappropriately (see BPPM 35.10 and 60.90).

I will follow WSU public records and records retention policy and will ensure that the contents of the site are archived and retained as required (RCW 40.14, 42.56, BPPM 90.01, 90.05).

I will adhere to the terms of service as applicable to the social media platform utilized.

WSU Employee Name | Signature | Date

Approval to participate as part of job: Program Director | Signature | Date