



### Social Media Administrator Agreement

I, (please print your name) \_\_\_\_\_, am the administrator for the following social media site: [http://\\_\\_\\_\\_\\_](http://_____) .

This social media site supplements information and marketing for the \_\_\_\_\_ Club.

## Craven Community College’s Guidelines for Social Media Administrators

As the administrator, I agree to the following:

1. Do not post any material that falls into any of the following categories to the associated social media site:
  - I. Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
  - II. Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent, misleading or unlawful material or information.
  - III. Upload or attach files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consents.
  - IV. Upload or attach files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer.
  - V. Delete any author attributions, legal notices or proprietary designations or labels in any file that is uploaded.
2. Post House Rules on the associated social media site or periodically send a post with a link to Craven Community College’s Social Media Guidelines: <http://www.cravencc.edu/socialmedia>.
3. Regularly monitor the associated social media site for violations of the House Rules.
4. Enable Craven’s Marketing/IT Support administrative account(s) on the associated social media sites.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Vice President’s Signature

\_\_\_\_\_  
Date

**NOTE:** This completed form will reside with the Web Administrator.



## **Social Media House Rules Example**

We encourage you to leave comments, photos, videos, and links here. However, we will review all comments and will remove any that are inappropriate or offensive. We will leave what you share that relates to the subjects covered on this page. Please understand comments posted to this page do not represent the opinions of Craven Community College.

### **Craven Community College's Terms of Use**

The Craven Community College Facebook page is intended to provide a place for fans of Craven Community College. All comments, visuals, videos and other type of material posted by fans on this site ("User Content") do not necessarily reflect the opinions or ideals of Craven Community College, its employees or affiliates. Craven Community College (a) does not represent or warrant the accuracy of any statement or product claims made here, (b) is not responsible for any User Content on this site, and (c) does not endorse any opinions expressed on this fan page.

All users must comply with Facebook's Terms of Use and Craven Community College's Terms of Use for the Craven Community College Facebook Page. Craven Community College does not monitor every posting of User Content on the Craven Community College Facebook Page. Craven Community College expects, however, that users will not post any materials that fall into any of the following categories and may have removed any materials that:

- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent, misleading or unlawful material or information.
- Upload or attach files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consents.
- Upload or attach files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer.
- Delete any author attributions, legal notices or proprietary designations or labels in any file that is uploaded.

Falsify the origin or source of software or other material contained in a file that is uploaded