

# Social Media Account Request Form

All accounts representing the City of Newton are the property of the City of Newton and may be reviewed as part of any FOIA or e-discovery process.

As an employee representing the City of Newton, all social media accounts must be approved by the Mayor's Office. All accounts will be displayed on the City of Newton social media page to enable residents to verify the validity of the social media account they are interested in following.

Any employee requesting a social media account must first read the City of Newton Social Media Policy and the City of Newton Telecommunications Policy.

- Customer protection and respect are paramount.
- We will use every effort to keep our interactions factual and accurate.
- We will strive for transparency and openness in our interactions and will never seek to "spin" information for our benefit.
- We will provide links to credible sources of information to support our interactions, when possible.
- We will publicly correct any information we have communicated that is later found to be in error.
- We will not post opinions.
- We respect the rules of the venue and will not combine personal with professional accounts.
- We protect privacy and permissions.

Department		Employee Name	
Date of Request		Social Media Type	
Name of Account		Password	
City Email Address for Account		Departmental Backup for Primary	
Purpose of Acct			

I have read the City of Newton Social Media Policy

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Department Head Reviewed and Approved

\_\_\_\_\_  
Signature of submitting Department Head

Information Technology Department Reviewed and Approved

\_\_\_\_\_  
Signature, Information Technology Department