**Marymount University Social Media Takeover Agreement**

This agreement acknowledges that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will share temporary administration privileges of the Marymount University social media account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with the goal of increasing the voices and experiences presented to our audiences.

As a temporary administrator for this account, I acknowledge that I must abide by the MU's Student Code of Conduct and the social media guidelines (attached below). Violations can result in consequences as laid out in the student handbook.

I understand that I am representing MU in all my words and actions, both on and off the social media account, during the period for which I am the temporary administrator.

As the temporary administrator, I will not share anything inappropriate including:

* No drinking
* No drugs
* No hate speech or bullying (this includes putting down other individuals or institutions)
* No foul language
* No nudity or provocative posts
* No promotions of businesses or anything outside of the University (unless agreed upon ahead of time with the MU social media team)
* Share photos or videos of others without their knowledge (unless a group activity shot out in public)
* Share photos or video after your agreed-upon end time
* Follow or unfollow any users while you are logged on to the account

I will use the account in a positive manner to share with our audience my experience at MU and learn more about the life of an MU Saint. I agree to engage in posting only during this time period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I agree to keep my mobile device secure, to keep the login and password secure, and to not alter any of the account information, including but not limited to username, password, about information, and content or comments associated with previous posts. I will not respond to any user-generated content or questions as Marymount University, unless agreed upon by the social media team; I will refer all such instances to the social media team (Nick Munson at nmunson@marymount.edu).

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_