**Guidelines: Who Can Post on Social Media**

To create a more structured and streamlined system, students with approval from the editor-in-chief are able to post on social media platforms related to the publication. To gain approval, the student must demonstrate his or her knowledge and understanding of the social media policy as listed in the staff manual.

Staff members who will be given primary access are the following:

* Digital content reporters/Social media staff
* Editors
* Editor-in-chief

Reporters and other staff members who do not have access to social media sites, but would like to post can forward information to digital reporters or present a valid reason for access approval.

While students may use their own social media accounts to share stories/information, social media staff, editors and the editor-in-chief will be responsible for promoting stories on the publication's social media accounts.

***Breaking News:*** Posts must be verified and approved by editors before publication.