

## **ELECTRONIC SIGNATURES**

When not practical or possible to have an approved individual physically sign a document, and not otherwise prohibited by applicable laws, electronic signatures may satisfy the requirement of a written signature when transacting business with and/or for the District and/or with parents/guardians when the authenticity and reliability of such electronic signature(s) meets the provisions of this policy. In such instances, the electronic signature shall have the full force and effect of a manual signature.

### **Guidelines**

#### **Acceptance of an Electronic Signature**

In order to qualify for acceptance of an electronic signature the following requirements are applicable:

1. The electronic signature identifies the individual signing the document by his/her name and title.
2. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the electronic signature is affixed. If the document needs to be altered, a new electronic signature must be obtained, unless these exceptions apply:
  - a. To confirm dates on document or form; and/or
  - b. Second or additional signatures are required.
3. The electronic signature conforms to all other provisions of this policy.

#### **Maintenance of Signed Documents**

1. District electronically signed records shall be maintained in a manner consistent with the District's document retention policies yet also capable of accurate and complete reproduction of the electronic records and signatures in their original form.
2. Such retention should include a process whereby:
  - a. Changes or errors in the information contained in the record submitted electronically can be detected, and
  - b. Protect and prevent access and/or manipulation or access/use by an unauthorized person.

3. The District shall maintain a hardcopy of the actual signature of any District employee authorized to provide an electronic signature in connection with school board business.

### **Abuse of Electronic Signature**

Abuse of the electronic signature protocols by any District employee shall serve as grounds for disciplinary action up to and including termination.

### **Parent/Student Use of Electronic Signatures**

With regard to documentation received by the District with an electronic signature from a parent/legal guardian, so long as the following provisions are met, the District may receive and accept such electronic signature as an original document:

1. Such communication with signature, on its face, appears to be authentic;
2. The District is unaware of any specific reason to believe that the signature has been forged;
3. The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and
4. The signature is capable of verification.

### **Authenticity of Signatures**

1. The District's Superintendent/designee may, at their discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the District in a timely manner.
2. District personnel may periodically audit the authenticity of such signature via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted an electronic signature.

### **Falsification of Signatures**

1. Should it be discovered that a student has falsified a parent's/guardian's electronic signature on an official District document, the student may be subjected to discipline.
2. The District Administration is authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.

**Definition:**

**Electronic Signatures or Digital Signatures:** can take many forms and can be created using many different types of technology. For the purpose of this policy an electronic signature means any electronic identifier intended by the person using it to have the same force and effect as a manual signature.

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Cross Reference: Authorization of Signatures #1260

Legal Reference: 15 U.S. Code Chapter 96 - Electronic Signatures in Global and National Commerce Act (E-Sign)