

# CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION:

TITLE: ELECTRONIC SIGNATURES

ADOPTED: November 14, 2012

REVISED: 6/13/16

616.1. ELECTRONIC SIGNATURES	
1. Purpose	Under certain conditions electronic signatures satisfy the requirements of a written signature when transacting business. Although all electronic signatures are represented digitally, they can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, signed and stored.
2. Definitions 15 U.S.C. Sec. 7006	<b>Electronic Signature</b> - an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
3. Guidelines	<p>The usage and/or acceptance of an electronic signature by the school shall be permitted in accordance with the provisions of this policy, all applicable state and federal laws, and when required to comply with state and/or federal programs. Such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:</p> <ol style="list-style-type: none"> <li>1. The electronic signature identifies the individual signing the document by his/her name and title;</li> <li>2. The document cannot be altered after the electronic signature has been affixed; and</li> <li>3. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail.</li> </ol> <p>The school shall maintain a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature in connection with school business.</p>

References:

U.S. Electronic Signatures in Global and National Commerce Act – 15 U.S.C.  
Sec. 7001 et seq.