



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	OPERATIONS
TITLE:	ELECTRONIC SIGNATURES
ADOPTED:	9/28/16
REVISED:	

829 - ELECTRONIC SIGNATURES

Section 1. Purpose

- a. Under certain conditions, electronic signatures satisfy the requirements of a written signature when transacting business. The North Allegheny School District wishes to promote effective and efficient use of electronic communications to conduct business. Although all electronic signatures are represented digitally, they can take many forms and can be created using many different types of technology.
- b. 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.
- e. The North Allegheny School District adopts the following policy with respect to the use of electronic signatures in connection with the transaction of District business.
- d. Federal and state laws authorize the acceptance of electronic signatures as legal and enforceable for most transactions. North Allegheny School District and the Board recognize this general standard as well as the increased operational efficiency gained from conducting many business transactions by computer, over the Internet, and by e-mail.
- e. This policy establishes guidelines for units within the District to authorize the use of electronic signatures to the fullest extent permitted by law, using methods that are secure and practical, after identifying and evaluating the risk for each specific application.
- f. This policy applies to all members of the District, including staff, business partners, affiliates, and associates. It applies to all uses or potential uses of electronic signatures to conduct the official business of the District, including transactions with third party vendors and contractors.
- g. This policy does not mandate the use of an electronic signature or otherwise limit the right of a party to conduct a transaction on paper, nor does it apply

UETA, O.C.G.A.
Sec. 10-12-1 et seq.

to any situation where a written signature is required by law.

15 U.S.C.
Sec. 7006

Section 2. Definitions

- a. Authentication - to establish as genuine and verify the identity of a person providing an electronic signature.
- b. Electronic Signature or “E-signature - an electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record. Examples can include a digitized image of a handwritten signature, a code or personal identification number (PIN), and a mouse click on an “I accept” or “I approve” button. An electronic signature must be attributable (or traceable) to a person who has the intent and authority to sign the record with the use of adequate security and authentication measures that are contained in the method of capturing the electronic transaction (e.g., use of PIN or unique log-in username and password), and the recipient of the transaction must be able to permanently retain an electronic record of the transaction at the time of receipt.
- c. Level of Assurance - the degree of confidence in the identity of the individual providing an e-signature.
- d. Signature Authority – permission given or delegated to sign instruments, contracts, receipts, or other documents on behalf of the District.

Section 3. Authority

The Board recognizes that the authenticity and reliability of electronic signatures are dependent on the processes accompanying the use of such signatures.

Section 4. Delegation of Responsibility

The Superintendent or designee will develop Administrative Procedures necessary to implement this policy.

Section 5. Guidelines

- a. Electronic signatures shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:
 - 1. The electronic signature identifies the individual signing the document by his/her name and title.
 - 2. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed.
 - 3. The identity of the individual signing with an electronic signature is

Pol. 000

capable of being validated through the use of an audit trail.

4. The electronic signature conforms to all other provisions of this policy.
- b. The District shall develop and maintain an electronic record keeping system that can receive, store, and reproduce electronic records and signatures relating to transactions in their original form. Electronically transmitted signatures shall be encrypted or transmitted by other technological means designed to protect and prevent access, alteration, manipulation, or use by unauthorized persons. Such system shall include security procedures whereby the District can:
 1. Verify the attribution of a signature to a specific individual.
 2. Detect changes or errors in the information contained in a record submitted electronically.
 3. Protect and prevent access, alteration, manipulation or use by an unauthorized person.
 4. Provide for non-reproduction through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.
- c. The District will receive and accept as original, electronic signatures so long as the communication, on its face, appears to be authentic.
- d. The District shall ensure that all records containing electronic signatures are capable of being accurately reproduced for later reference and retained until such time as applicable retention requirements are satisfied.
- e. The District shall maintain a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature including the SBAP.
- f. As set forth in the District's Responsible Use Policy, all accountholders are responsible for activities conducted under their user ID, and are expected to take all precautions to safeguard their password and files to prevent unauthorized use. Sharing of passwords or other access tokens is prohibited.
- g. Individuals who falsify e-records, e-transactions, or e-signatures are subject to disciplinary action, up to and including termination of employment and criminal prosecution under applicable federal and state laws.
- h. Individuals are required to report any suspect or fraudulent activities related to e-transactions, e-records, or e-signatures immediately.
- i. Nothing in this policy is intended to authorize any individual to sign on behalf of the District if he or she has not been granted such authority, and

Pol. 224.1, 352, 452, 552

such signature authority continues to be governed by the District policies.

References:

Pennsylvania Electronic Transactions Act – 73 P.S. Sec. 2260.101 et seq.

U.S. Electronic Signatures in Global and National Commerce Act – 15 U.S.C.

Sec. 7001 et seq.

The Uniform Electronic Transactions Act (UETA), O.C.G.A. Section 10-12-1 et seq.

Policy – 000, 224.1, 352, 452, 552