

# SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ELECTRONIC SIGNATURES

ADOPTED: March 25, 2013

REVISED:

829. ELECTRONIC SIGNATURES	
1. Purpose	The Board recognizes that electronic signatures may be utilized to promote the efficient, time sensitive, and cost-effective administration of school district business. The Board establishes this policy to accept electronic signatures in lieu of signed original documents, subject to the conditions contained herein.
2 Authority	The Board seeks to promote the effective and efficient use of electronic signatures to conduct school district business. Because the effectiveness of the use of electronic signatures depends upon the authenticity and reliability of the signatures, the Board adopts this policy to establish the processes and procedures under which electronic signatures will be relied upon by school district personnel.
3. Definition	<p>Attribution – an electronic signature is attributable to a person if it identifies the individual signing the document, if it is the act of the person with the intent to sign the document, and if the totality of the circumstances validates the signer’s identity.</p> <p>Electronic Signature – an electronic mark, symbol, or process attached or affixed to a record by a person with the intent to sign the record.</p>
4. Guidelines	<p><u>Electronic Signatures Authorized / Limitations</u> The Board authorizes the use of electronic signatures in lieu of manual signatures to conduct school district business unless a manual signature is otherwise required by law. Electronic signatures relied upon in accordance with this policy and in compliance with the procedures below shall have the full force and effect of a manual signature.</p> <p>No individual acting on behalf of the District shall rely upon any electronic signature that is not compliant with the security procedures identified below or any administrative regulation developed to implement those security procedures. Nor shall any individual acting on behalf of the District rely upon any electronic signature if the document or signature, on its face, appears to be forged, altered, or otherwise not authentic. In such a case, the Superintendent or his/her designee reserve the right to require a manual signature.</p> <p><u>Security Procedures</u> The Board directs that the Superintendent or his/her designee develop and maintain</p>

security procedures whereby the District may utilize and accept electronic signatures to conduct school district business.

Such a security system shall include procedures so that the District may:

1. Verify the identity of the individual signing the document;
2. Reliably attribute a signature to a particular individual;
3. Prevent access, alteration, and manipulation or use of the electronic signature by any unauthorized person(s);
4. Prevent nonrepudiation through procedures that make it difficult for a signer to claim that the electronic signature is not valid; and
5. Prevent the alteration of any document after the signature has been affixed.

Other Provisions

The District shall designate individuals who are authorized to utilize an electronic signature in connection with school district business.

The District shall maintain a secure log of every individual authorized to utilize an electronic signature in connection with District business, along with a copy of their unique electronic signature, and shall require each individual so authorized to sign a statement of exclusive use of their unique signature.

References:

Electronic Transactions Act, 73 P.S. §2260.101 *et seq.*

Electronic Records and Signatures in Commerce, 15 U.S.C. §7001 *et seq.*