

Board File: EGD

Use of Electronic Signatures

Brief Description: This policy authorizes Douglas County School District to use and accept electronic signatures and sets forth the policies and procedures governing their use.

I. INTRODUCTION

A. Background

According to the Colorado UETA (Uniform Electronic Transactions Act), electronic signatures are legally acceptable and enforceable. It is up to an individual school district's board of education to approve and set forth the policies and procedures governing their use. The Colorado UETA defines an electronic signature as follows, an

“Electronic signature” means 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.

B. Purpose

This policy establishes when an electronic signature may replace a written signature in official Douglas County School District business.

This policy applies to all members of the Douglas County School District community, including employees, associates, parents and students, and it governs all uses of electronic signatures used to conduct official school district business.

C. Justification

Douglas County School District is implementing this policy in order to save the time, money, and resources associated with printing and mailing paper forms to employees and parents; to provide a convenient option for parents and employees to complete forms online from their homes or offices; and to save the time and resource costs associated with the manual entry of information into District software systems. It is expected that the use of electronic signatures will allow the District to streamline additional processes in the future.

II. POLICY STATEMENT

A. Use of Electronic Signatures

1. Where policies, laws, regulations and rules require a signature, that requirement is met if the document contains an electronic signature.
2. Each party to a transaction must agree to conduct the transaction electronically in order for electronic transaction to be valid. Consent may be implied from the circumstances.

3. If a law prohibits a transaction from occurring electronically, the transaction must occur in the manner specified by law.

III. PROCEDURES, FORM AND RESOURCES

A. Procedures

1. Procedures for Electronic Signatures

The heading “Electronic Signature,” certification of age, and the entry of the signatory’s name will constitute an electronic signature when submitting information electronically.

These three components must appear as provided below in order to constitute an electronic signature for the purposes of Douglas County School District official business.

<p>Electronic Signature By checking this box, I certify that I am 18 years of age or older ___</p> <p>By entering my name below, I understand that I am providing an electronic signature which will serve as authorization and verification of the accuracy and completeness of the information I have provided.</p> <p>First Name _____ MI _____ Last Name _____</p>

Adopted: February 3, 2009

LEGAL REFS.:

C.R.S. 24-71.3-101, Uniform Electronic Transactions Act (which can be found through the statute manager at:

http://www.sos.state.co.us/pubs/UETA/UETA_Statute_Menu.htm

18 U.S.C. 2510, Electronic Communications Privacy Act (which can be found at

http://www.usdoj.gov/criminal/cybercrime/wiretap2510_2522.htm)