

# SHALER AREA SCHOOL DISTRICT

No: 800.1

SECTION: OPERATIONS

TITLE: ELECTRONIC RECORDS/SIGNATURES

ADOPTED: DECEMBER 5, 2012

800.1 ELECTRONIC RECORDS/SIGNATURES	
1. Purpose	<p>The Board recognizes that applicable state and federal law provides that electronic records and electronic signatures satisfy the requirements of a written signature when transacting business under certain conditions. Shaler Area School District adopts this policy with respect to the use of electronic records and signatures in connection with transacting business.</p>
2. Definitions	<p><u>Electronic Record</u></p> <p>A record created, generated, sent, communicated, received or stored by electronic means.</p> <p><u>Electronic Signature</u></p> <p>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.</p> <p><u>Attribution</u></p> <p>An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of a person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable.</p>
3. Authority	<p>Under certain conditions, electronic records and electronic signatures satisfy the requirements of a written signature when transacting business. Shaler Area 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 different forms and may be created using many different types of technology.</p>
Pennsylvania Electronic Transactions Act, 73 P.S. § 2260.101 et seq.	
U.S. Electronic Signatures in Global and National Commerce Act, Public Law 106-229, 15 U.S.C. § 7001 et seq.	<p>The authenticity and reliability of electronic records and electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records, and overall context in which the records are created, transferred, signed, and stored. Shaler Area School District adopts this policy with respect to the use of electronic records and electronic signatures in connection with transacting business. An electronic signature may be used if the law requires a signature, unless there is a specific statute, regulation, or rule of law that requires records to</p>

<p>4. Delegation of Responsibility</p>	<p>be signed in a non-electronic form.</p> <p>The issuance and/or acceptance of an electronic signature by Shaler Area School District shall be permitted in accordance with the provisions of this policy and all applicable state and federal law. Such electronic signature shall have the full force and effect of a manual signature, but only if the following requirements are met:</p> <ol style="list-style-type: none"> <li>1. The electronic signature identifies the individual signing the document by his or her name and title;</li> <li>2. The electronic signature which is transmitted electronically must be electronically encrypted or transmitted by other technological means designed to protect and prevent access, alteration, manipulation or use by any unauthorized person or entity;</li> <li>3. The key or password which is used to create the electronic signature must be one that the signer alone has access to and uses;</li> <li>4. After the electronic signature has been affixed by the signer, the document that has been electronically signed cannot be altered;</li> <li>5. The audit trail can be provided which validates the identity of the signer; and</li> <li>6. The electronic signature conforms to all other provisions of this policy.</li> </ol> <ol style="list-style-type: none"> <li>1. Shaler Area School District shall develop and maintain an electronic recordkeeping system that can retrieve, store, and reproduce an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to transactions in their original form. Such system shall include security procedures whereby Shaler Area School District does the following: (a) verify the attribution of a signature of a specific individual, (b) detect changes or errors in the information contained in a record submitted electronically, (c) protect and prevent access, alteration, manipulation or use by an unauthorized person, and (d) provide for non-repudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation was not valid. Shaler Area School District shall also maintain an audit trail which can be provided which validates the identity of the signer.</li> <li>2. Shaler Area School District shall ensure that all electronic records and electronic signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.</li> <li>3. Shaler Area School District shall designate individuals who are</li> </ol>
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	<p>authorized to use an electronic signature in connection with the business of the school district and shall require each designated individual to sign a statement of exclusive use (i.e., a statement that the signer alone has access to and use the key or password which was used to create the electronic signature).</p> <ol style="list-style-type: none"><li>4. Shaler Area School District 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 the business of the school district.</li><li>5. Shaler Area School District will receive and accept as original, electronic records and electronic signatures so long as the communication, on its face, appears to be authentic.</li><li>6. Shaler Area School District will retain in its records this policy and all statements of exclusive use, until such time as all legally mandated retention requirements are satisfied.</li></ol>
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