

# Pennsbury School District

## School Board Policy

Effective Date	Supersedes Index No.	Index No.
<b>05/14/2015</b>	<b>New</b>	<b>827.1</b>

**Title:** Electronic Records/Signatures

**Purpose:** The Board recognizes its responsibility for utilizing emerging technology for the compilation, retention, disposition, and security of files necessary for efficient management of the educational setting.

Quality educational programming requires the collection, retention, and use of data and information through a variety of means and purposes. The school district maintains educationally relevant records for legitimate educational purposes, while ensuring individual's right to privacy.

This Board policy establishes the usage and disclosure of electronic records and signatures stored or sent via electronic means by employees and other users of Pennsbury School District computers and networks for the purposes of educationally relevant records, required for the operation of the educational setting.

**Authority:** Under certain conditions electronic records and signatures satisfy the requirements of a written signature when transacting business. The Pennsbury 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. The authenticity and reliability of electronic records and 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. The District adopts the following policy with respect to the use of electronic records and signatures in connection with the transaction of district business.

**Definitions:** **Attribution** - An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the 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.

**Electronic Signature** - 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.

**Electronic Record** - Any record created, generated, sent, communicated, received, or stored by electronic means.

**Policy:**

Electronic Records

Electronic records created or received by the District shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The District shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the District shall be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the District agrees to accept or send such communication electronically.
2. If a signature is required on the record or communication by any statute, rule, or other applicable law or District policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signatures. Signatures cannot be altered by ordinary means, thus ensuring security.

Electronic Signature

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 be signed in non-electronic form. The issuance and/or acceptance of an electronic signature by the 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 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 identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail.

3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed.
4. The electronic signature conforms to all other provisions of this policy.

#### Acceptance, Use and Issuance of Electronic Records and Signatures

1. The District shall develop and maintain 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 the district can (a) verify the attribution of a signature to 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 nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.
2. The District shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.
3. The District shall designate individuals who are authorized to utilize an electronic signature in connection with District business and shall require each designated individual to sign a statement of exclusive use.
4. 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 in connection with District business.
5. The District will receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic.
6. The 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.

**Responsible  
Administrator:** Business Administrator