BP 3590 ELECTRONIC SIGNATURES (a)

District Use of Electronic Signatures

When not practical or possible to have an approved individual physically sign a document, and not otherwise prohibited by applicable law, the Board authorizes the use of electronic signatures for District-related business. Electronic signatures may satisfy the requirement of a written signature when transacting business with and/or for the District and/or with parents/guardians when the authenticity and reliability of such electronic signature(s) meets the provisions of this policy. In such instances, the electronic signature shall have the full force and effect of a manual signature.

The Superintendent or designee will identify methods that are secure and practical, and in compliance with State and Federal law and the District's procedures. An "electronic signature" is defined as 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.

In order to qualify for acceptance of an electronic signature, the following additional requirements are applicable:

1. The electronic signature identifies the individual signing the document by their name and title;

2. The identity of the individual signing the document with an electronic signature is capable of being validated through the use of an audit process or procedure;

3. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the electronic signature is affixed. If the document needs to be altered, a new electronic signature must be obtained; and

4. The electronic signature conforms to all other provisions of this policy.

The District shall maintain electronically signed records in a manner consistent with the District's document retention policies and also capable of accurate and complete reproduction of the electronic records and signatures in their original form. Such retention should include a process whereby the District can verify the attribution of a signature to a specific individual, detect changes or errors in the information contained in the record submitted electronically, and protect and prevent access and/or manipulation or access/use by an unauthorized person.

The District shall maintain a hardcopy of the actual signature of any District employee authorized to provide an electronic signature in connection with school board business.

Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary action up to and including termination.

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Parent/Student Use of Electronic Signatures

With regard to documentation received by the District with an electronic signature from a parent/legal guardian, so long as the following provisions are met, the District may receive and accept such electronic signature as an original document:

1. Such communication with signature, on its face, appears to be authentic and unique to the person using such signature;

2. The District is unaware of any specific reason to believe that the signature has been forged;

3. The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and

4. The signature is capable of verification.

The Superintendent or designee may, at their discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the District in a timely manner.

BP 3590 ELECTRONIC SIGNATURES (b)

District Administration may periodically audit the authenticity of electronic signature via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted an electronic signature.

Should it be discovered that a student has falsified a parent's electronic signature on an official District document, the student may be subjected to discipline and the District Administration is authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.

(cf. BP 3523 – Electronic E-mail)
(cf. BP 6161.4 – Internet)
(cf. BP 3580 – District Records)

Legal Reference:

ALASKA STATUTES
09.08.010—195 Alaska Uniform Electronic Transactions Act

AASB Adopted 4/22

CSD ADOPTED: 12/13/2023