

1 **Bainville School District**

2
3 **FINANCIAL MANAGEMENT**

7535

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5 Electronic Signatures

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7 “Electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a
8 record and executed or adopted by a person with the intent to sign the record.
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10 Electronic signatures or digital signatures can take many forms and can be created using many different types of
11 technology. For the purpose of this policy an electronic signature means any electronic identifier intended by the
12 person using it to have the same force and effect as a manual signature.
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14 District Use of Electronic Signatures

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16 When not practical or possible to have an approved individual physically sign a document, and not otherwise
17 prohibited by applicable laws, electronic signatures may satisfy the requirement of a written signature when
18 transacting business with and/or for the District and/or with parents/guardians when the authenticity and reliability
19 of such electronic signature(s) meets the provisions of this policy. In such instances, the electronic signature shall
20 have the full force and effect of a manual signature.
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22 In order to qualify for acceptance of an electronic signature the following additional requirements are applicable:
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- 24 1. The electronic signature identifies the individual signing the document by his/her name and title;
- 25 2. The identity of the individual signing the document with an electronic signature is capable of
26 being validated through the use of an audit trail;
- 27 3. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the
28 electronic signature is affixed. If the document needs to be altered, a new electronic signature
29 must be obtained; and
- 30 4. The electronic signature conforms to all other provisions of this policy.
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32 The District shall maintain District electronically signed records in a manner consistent with the District’s document
33 retention policies yet also capable of accurate and complete reproduction of the electronic records and signatures in
34 their original form. Such retention should include a process whereby the District can verify the attribution of a
35 signature to a specific individual, detect changes or errors in the information contained in the record submitted
36 electronically and protect and prevent access and/or manipulation or use access/use by an unauthorized person.
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38 The District shall maintain a hardcopy of the actual signature of any District employee authorized to provide an
39 electronic signature in connection with school board business.
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41 Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary action up to
42 and including termination.
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44 Parent/Student Use of Electronic Signatures

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46 With regard to documentation received by the District with an electronic signature from a parent/legal guardian, so
47 long as the following provisions are met, the District may receive and accept such electronic signature as an original
48 document:
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- 50 1. Such communication with signature, of its face, appears to be authentic and unique to the person
51 using such signature;
- 52 2. The District is unaware of any specific individualized reason to believe that the signature has been
53 forged;

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

District personnel may periodically audit the authenticity of such signature via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted such 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 Administrators of the District are authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.

Legal Reference: 30-18-102(9), MCA	Definitions
30-18-106(4), MCA	Legal recognition of electronic records, electronic signatures, and electronic contracts
42.8.106, ARM	Electronic submission of documents and electronic signatures

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