

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: OPERATIONS
TITLE: ELECTRONIC
RECORDS/SIGNATURES
ADOPTED: OCTOBER 08, 2012
REVISED:

ELECTRONIC RECORDS/SIGNATURES	
<p>1. Purpose</p>	<p>The Board recognizes the importance of establishing and maintaining electronic records which more recently and frequently include electronic signatures. Any electronic record filed with or issued by Hampton Township School District shall be given full force and effect of a paper communication if the following conditions are satisfied:</p> <ol style="list-style-type: none"> 1. The communication is an electronic filing or recording and Hampton Township School District agrees to accept or send such communication electronically; and 2. If a signature is required on the record or communication by any statute, rule or other applicable law or HTSD policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signatures. Electronic records created or received by Hampton Township School District shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. Hampton Township School District shall utilize available technology to implement reliable methods for generating and managing electronic records.
<p>2. Authority</p> <p>Pennsylvania Electronic Transactions Act, 73 P.S. § 2260.101 <i>et seq.</i></p> <p>U.S. Electronic Signatures in Global and National Commerce Act, Public Law 106-229, 15 U.S.C. § 7001 <i>et seq.</i></p>	<p>Under certain conditions electronic records and signatures satisfy the requirements of a written signature when transacting business. The Hampton Township 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.</p> <p>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. Hampton Township School District adopts the following policy with respect to the use of electronic records and signatures in connection with the transaction of HTSD 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 be signed in non-electronic form.</p> <p>The issuance and/or acceptance of an electronic signature by Hampton Township School District shall be permitted in accordance with the provisions of this policy and all</p>

<p>3. Definitions</p>	<p>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:</p> <ol style="list-style-type: none"> 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. <p>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.</p> <p>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.</p> <p>Electronic Record – any record created, generated, sent, communicated, received or stored by electronic means.</p>
<p>4. Delegation of Responsibility</p>	<ol style="list-style-type: none"> 1. Hampton Township School 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 Hampton Township School 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. Hampton Township School 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. Hampton Township School District shall designate individuals who are authorized to utilize an electronic signature in connection with HTSD business and shall require each designated individual to sign a statement of exclusive use.

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| | <p>4. Hampton Township 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 HTSD business.</p> <p>5. Hampton Township School District will receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic.</p> <p>6. Hampton Township 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.</p> |
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