



BERLIN TOWNSHIP SCHOOL DISTRICT

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Berlin Township School District Consent for Use of Electronic Signature

Valid July 2021 – student graduates from BTWP

Consent of Electronic Signature

The Berlin Township School District is moving to a process of completing forms and permission slips online, using an Electronic Signature Agreement authorization. In accordance with Board Policy 3570.1, Electronic Signatures, parents will be asked to complete Berlin Township School District's forms and permission slips online and sign them electronically, thus replacing the handwritten form and wet signatures. The new process will require all documents to be sent through the Berlin Township School District's Formality program.

This Electronic Signature Authorization will allow us to use your electronic signature on all important forms and permission slips from July 2021 until student graduates from BTWP.

Electronic Signature Agreement

You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this Agreement. You further agree that your e-signature, used on our online document forms (through Formality), is as valid as if you signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and Berlin Township School District. You are also confirming that you are the parent or legal guardian authorized to enter into this Agreement. You further agree that each use constitutes your agreement to be bound by the terms and conditions of these Disclosures and Agreement as they exist on the date of your signature on this form.

Consent to Electronic Delivery. By signing below, you specifically agree to receive, obtain, and/or submit any and all Berlin Township School District documents and information electronically. These documents and information will be collectively known as "Electronic Communications," and will include, but not be

limited to, any and all current and future required notices and/or disclosures concerning permission slips, online forms, agreements, and medical forms, as well as such documents, statements, data, records and other communications regarding your student. You are acknowledging that you are able to use Formality and are able to retain Electronic Communications by printing and/or downloading and saving this Agreement and any other agreements, Electronic Communications, documents, or records that are signed using your E-Signature. You accept Electronic Communications provided via Formality as reasonable and proper notice for the purpose of fulfilling any and all rules and regulations, and agree that such Electronic Communications fully satisfy any requirement that communications be provided to you in writing or in a form that you may keep.

Definitions

- **Electronic** means technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- **Electronic Signature** means an electronic symbol or process attached to, or logically associated with, a record and used by a person with the intent to sign the record.
- **Student File** means the paper and/or electronic record pertaining to the student.
- **System** means a data processing or student information system used to create, store, sign, retrieve and/or manage the documents or records that constitute the student file.
- **System Rules** mean rules that apply to all participants using a particular system. For example, such rules might cover issues relating to access rights, distribution of system risk, sending and receiving electronic documents, intellectual property rights, and remedies for breach of system rules.

Paper version of Electronic Communications

You acknowledge and agree that you may request a paper version of any document by emailing or calling the main office of your child's school.

Revocation of electronic delivery

You have the right to withdraw your consent to submit communications via Berlin Township School District's Formality at any time. You acknowledge that you are aware this action may delay the process of reviewing your forms. If you wish to withdraw your consent, you must contact the Main Office.

Valid email address

Your current valid email address is required for you to receive communication from Berlin Township School District. It is your responsibility to check your email regularly for Electronic Communications. You will be deemed to have received an electronic communication from the school/district when the communication is sent to you. You are responsible for notifying the schools of your email address change in order to receive messages.

Violations

- A.** It is a violation of this provision for an individual to sign/e-sign a transaction on behalf of

another individual, unless he or she has been granted specific, written and legal authority to do so by that individual or by a court of competent jurisdiction.

B. Individuals shall report any suspected fraudulent activities related to electronic signatures immediately to the Berlin Township School District.

C. Students and/or parents who falsify electronic signatures or otherwise violate this regulation are subject to disciplinary action under the Student Code of Conduct and/or criminal prosecution under applicable State laws.

We recommend that you print a copy of this Agreement for future reference

Parents/legal guardians are urged to carefully read the terms and conditions of this Agreement. Please keep all records relating to this Agreement and print or make an electronic copy of the Terms and Conditions.

I understand and agree to each and all of the Terms and Conditions in this Berlin Township School District Consent for Use of Electronic Signature Agreement. My electronic signature is legally binding. Please check the appropriate box and provide your signature.

****If you do not have an email address, please check "I Decline". ****

I Accept

I Decline

Date: _____

Parent 1 name (printed): _____

Signature: _____

Email Address (mandatory): _____

Parent 2 name (printed): _____

Signature: _____

Email Address (mandatory): _____

Student #1 name: _____

School attending: _____

Student #2 name: _____

School attending: _____

Student #3 name: _____

School attending: _____

Student #4 name: _____

School attending: _____