

47 **Electronic Signatures**

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49 An electronic signature may be used if the law requires a signature unless there is a specific statute, regulation, or policy that requires records to be signed in non- electronic form. The issuance
50 and/or acceptance of an electronic signature by the School Board may be permitted in accordance
51 with the provisions of this policy and all applicable state and federal law. If permitted, such
52 electronic signature shall have the full force and effect of a manual signature only if the electronic
53 signature satisfies all of the following requirements:
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- 55 1. The electronic signature identifies the individual signing the document by his/her
56 name and title;
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- 58 2. The identity of the individual signing with an electronic signature is capable of being
59 validated through the use of an audit trail;
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- 61 3. The electronic signature and the document to which it is affixed cannot be altered
62 once the electronic signature has been affixed;
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- 64 4. The electronic signature conforms to all other provisions of this policy.
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67 **Acceptance, Use and Issuance of Electronic Records and Signatures**

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69 The School Board shall maintain an electronic recordkeeping system that can receive, store, and
70 reproduce electronic records and signatures relating to communications and transactions in their
71 original form. Such system should include security procedures whereby the School Board can (a)
72 verify the attribution of a signature to a specific individual, (b) detect changes or errors in the
73 information contained in a record submitted electronically, (c) protect and prevent access, alteration,
74 manipulation or use by an unauthorized person, and (d) provide for nonrepudiation through
75 strong and substantial evidence that will make it difficult for the signer to claim that the electronic
76 representation is not valid.

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78 The School Board shall ensure that all electronic records and signatures are capable of being accurately
79 reproduced for later reference and retained until such time as all legally mandated retention
80 requirements are satisfied.

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82 The School Board shall maintain a secure hard copy log of the PIN/password or actual signature
83 of any individual authorized to provide an electronic signature in connection with School Board
84 business.

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86 The School Board may receive and accept as original, electronic records and signatures so long
87 as the communication, on its face, appears to be authentic.

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89 Adopted: May 14, 2015

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91 Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-79.3(G); § 59.1-479 et seq.
92 Cross Ref.: JO Student Records