

USE OF ELECTRONIC SIGNATURES

POLICY:

Purpose:

To establish an electronic signature policy for the Lake Stevens School District that will:

- Promote efficiency in order to conserve public resources;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District's use of the current electronic signature provider, such as DocuSign or an equivalent, as the approved method for affixing an electronic signature to an electronic record. This policy will apply to any future replacement to the specific service provider platform.

Reducing the District's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Providing the option of electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

Scope, Manner, and Format of Use

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made created when a person physically marks a document with the intent to sign the record.

The District authorizes the use of DocuSign or Adobe Sign electronic signature platforms, or any future replacement of such platform, to affix electronic signatures to District records.

The District Superintendent or designee is authorized to use the electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

The electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following District records: Board meeting minutes; Resolutions adopted by the Lake Stevens School Board (Board); claim vouchers approved by the Board; warrants; purchase orders;

any and all contracts and agreements to which the District is a party; and any other documents necessary to conduct the District's business.

The Board may modify, rescind, or replace this policy at any time.

Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Superintendent or designee shall use their own electronic signature.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as provided under Restrictions.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of traditional signatures.

Restrictions:

Electronic signatures may not be used or accepted for any of the following types of transactions:

- Willed body agreements;
- Promissory notes;
- Real property title documents;
- Sureties and guarantees of payment from a third party;
- Transactions that require a notarized signature, sworn signature, witnessed signature, an apostille, or a recorded document;
- Assumption of risk and release of liability for high risk transactions or situations;
- Assignments of intellectual property; and
- For purposes forbidden by state or federal law.

Legal	RCW 19.360.020 – State and local agencies-Electronic signatures and records – Use and acceptance
	15 U.S.C. Ch 96 Electronic Signatures in Global and National Commerce Act