

Billings School District

THE BOARD OF TRUSTEES

Electronic Signatures

“Electronic signature” means 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.

Electronic signatures or digital signatures can take many forms and can be created using many different types of technology. For the purpose of this policy, an electronic signature means any electronic identifier intended by the person using it to have the same force and effect as a manual signature.

District Use of Electronic Signatures

At the discretion of staff authorized to execute documents on behalf of the District, and not otherwise prohibited by applicable laws, electronic signatures may satisfy the requirement of a written signature when transacting business with and/or for the District and/or with parents/guardians when the authenticity and reliability of such electronic signature(s) meets the provisions of this policy. In such instances, the electronic signature shall have the full force and effect of a manual signature.

In order to qualify for acceptance of an electronic signature the following additional requirements are applicable:

The electronic signature identifies the individual signing the document by his/her name and title, if appropriate;

The identity of the individual signing the document with an electronic signature is capable of being validated through the use of an audit trail;

The electronic signature, as well as the documents to which it is affixed, cannot be altered once the electronic signature is affixed. If the document needs to be altered, a new electronic signature must be obtained;

The electronic signature conforms to all other provisions of this policy.

The District shall maintain District electronically signed records in a manner consistent with the District's document retention policies and capable of accurate and complete reproduction of the electronic records and signatures in their original form. Such retention should include a process whereby the District can verify the attribution of a signature to a specific individual, detect changes or errors in the information contained in the record submitted electronically, and protect and prevent access and/or manipulation or use access/use by an unauthorized person.

Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary action up to and including termination.

Parent/Student Use of Electronic Signatures

The District may receive and accept electronic signatures as an original document from a parent/legal guardian, so long as the following provisions are met:

Such communication with signature, of its face, appears to be authentic and unique to the person using such signature;

The District is unaware of any specific individualized reason to believe that the signature has been forged;

The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and

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,

42.8.106, ARM electronic signatures, and electronic contracts
Electronic submission of documents and electronic
signatures

Policy History:

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