

Policy 3523 Electronic Signatures

Status: ADOPTED

Original Adopted Date: 06/26/2024

Last Revised Date: 06/26/2024

The Governing Board believes that the use of electronic records and signatures is a convenient paperless option that can increase efficiency in commercial and administrative transactions, reduce costs, and contribute to environmental sustainability in district operations. The Board authorizes the use of electronic signatures in district operations when authorized by law.

The Superintendent or designee shall ensure that any electronic signature utilized by the district conforms with criteria described in law and that the level of security is sufficient for the transaction being conducted. (Government Code 16.5; 2 CCR 22003, 22005)

The Superintendent or designee shall retain electronic records in accordance with law and regulations, and as specified in BP/AR 3580 - District Records.

06/26/2024

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

2 CCR 22000-22005
5 CCR 16020-16022
5 CCR 16023-16027
5 CCR 430
5 CCR 432
Civ. Code 1633.1-1633.17
Civ. Code 1798.29
Ed. Code 35252-35255
Ed. Code 44031
Ed. Code 49060-49079.7
Ed. Code 8234
Gov. Code 16.5
Gov. Code 7920.000-7930.215
Gov. Code 811.2

Description

Public entity use of electronic signatures
Records; general provisions
District records; retention and destruction
Individual student records; definition
Student records
Uniform Electronic Transactions Act
District records; breach of security
Records and reports
Personnel file contents and inspection
Student records
Electronic signatures; child care and development programs
Electronic signatures
California Public Records Act
Definition of public entity

Federal

15 USC 7001-7006
20 USC 1232g
20 USC 1400-1482
34 CFR 300-300.818

34 CFR 99.1-99.8

Description

Electronic Records and Signatures in Commerce Act
Family Educational Rights and Privacy Act (FERPA) of 1974
Individuals with Disabilities Education Act
Assistance to states for the education of students with disabilities
Family Educational Rights and Privacy Act

Management Resources

California Department of Education
Publication
Website

Cross References

Code

3510
3580
3580
5148
5148
5148.3
5148.3
6159.1
6159.1

Description

Management Bulletin 17-13, October 2017

CSBA District and County Office of Education Legal Services

Description

Green School Operations
District Records
District Records
Child Care And Development
Child Care And Development
Preschool/Early Childhood Education
Preschool/Early Childhood Education
Procedural Safeguards And Complaints For Special Education
Procedural Safeguards And Complaints For Special Education