

Business Operations

Business Operations – Electronic Signatures

Definitions

“Attribution” – An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable.

“Electronic Signature”- 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 Record” – any record created, generated, sent, communicated, received or stored by electronic means.

Statement of Policy

Under certain conditions electronic records and signatures satisfy the requirements of a written signature when transacting business. EASTERN wishes to promote effective and efficient use of electronic communications to conduct business. Although all electronic signatures are represented digitally, they can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic records and signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, signed and stored. EASTERN adopts the following policy with respect to the use of electronic records and signatures in connection with the transaction of District business.

Electronic Records

Electronic records created or received by EASTERN shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. EASTERN shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by EASTERN shall be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and EASTERN agrees to accept or send such communication electronically; and
2. If a signature is required on the record or communication by any statute, rule or other applicable law or District policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signatures.

Electronic Signature

An electronic signature may be used if the law requires a signature unless there is a specific statute, regulation, or rule of law that requires records to be signed in non-electronic form. The issuance and/or acceptance of an electronic signature by EASTERN shall be permitted in accordance with the provisions of this policy and all applicable state and federal law. Such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed;
4. The electronic signature conforms to all other provisions of this policy.

Acceptance, Use and Issuance of Electronic Records and Signatures

1. EASTERN shall develop and maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to transactions in their original form. Such system shall include security procedures whereby EASTERN can (a) verify the attribution of a signature to a specific individual, (b) detect changes or errors in the information contained in a record submitted electronically, (c) protect and prevent access, alteration, manipulation or use by an unauthorized person, and (d) provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.
2. EASTERN shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.
3. EASTERN shall designate individuals who are authorized to utilize an electronic signature in connection with District business and shall require each designated individual to sign a statement of exclusive use.
4. EASTERN shall maintain a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature in connection with District business.
5. EASTERN will receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic.
6. EASTERN will retain in its records this policy and all statements of exclusive use, until such time as all legally mandated retention requirements are satisfied.

Returned Checks

A. General

Checks received by EASTERN shall be processed promptly. Checks received at EASTERN for deposit shall be deposited daily.

The following procedures shall be used for handling checks returned by the bank for reasons including, but not limited to, insufficient funds to cover the check, account closed, invalid account number, payment stopped or referral to maker. These procedures will apply to checks submitted by parents, students, community members and third-party vendors approved periodically by the Joint Committee and deposited into EASTERN accounts.

1. EASTERN will accept checks for the amount of purchase or fee under the following conditions:
 - Checks must include the full name, street address, and phone number of the drawer.
 - Only personal checks with pre-printed name and address will be accepted. (No business checks unless a business is submitting payment for its usage of EASTERN facilities.)
 - No unsigned, post-dated or out-of-state checks will be accepted.
 - The check date must be current.
 - No two-party checks are permitted. Note that payroll checks are two-party checks.
 - All checks must be written for the exact amount and cannot be "cashed" by the school or the Business Office.
2. Checks returned by the bank may not be re-deposited; they must be replaced.
3. Checks returned to EASTERN through its bank or the Business Office shall be subject to a \$30.00 returned check fee for each occurrence.
4. Upon receipt of a notice from the bank indicating the check has been returned, the Business Manager or designee shall send a letter, via regular mail, to the person who wrote the bad check substantially in the form attached to this AR as Attachment "A".
 - a. If the check was written for summer school tuition, after 10 days the student will not be permitted to return to class until after replacement funds are received.
 - b. If the check was written by the parent of a student who is participating in a school trip or extracurricular activity, the letter shall inform the parent that if there is a waiting list for the extracurricular activity or school trip and payment has not been received in full by the EASTERN within 10 days, the student may be removed from the participant list to allow another student to participate.
5. If payment in full is not received within ten (10) days after the first notice letter is issued, the Business Manager or designee shall send a second letter, via regular mail, to the person who wrote the bad check substantially in the form attached to this AR as Attachment "B".
6. If payment in full is not received within ten (10) days after the second notice letter is issued, then EASTERN may elect to forward the student's account to a third party for collection. The third-party collection agency shall be designated from time to time by the Superintendent or designee and shall provide all appropriate notifications as required by law.
7. For each calendar year in which a student who is enrolled in the EASTERN has payment obligations that remain outstanding, the Business Manager or designee shall, at the beginning of the school year, send a letter to the student advising the student of the outstanding obligation(s) substantially in the form attached to this AR as Attachment "C".

8. Returned checks that are not replaced by the end of the fiscal year in which they are returned to the Business Office shall be posted to the student's file and become part of the student's permanent records. Upon the student's disenrollment from the EASTERN or graduation from 12th grade, all unpaid fees and charges may be turned over by the EASTERN to a third party for collection to the extent permitted by law.
9. Returned checks and associated fees must be replaced by cash, cashier's check, a certified check or a money order. A rejected check may not be replaced with another personal check, even if the substitute personal check is drawn on a different bank account.
10. Cash must be counted in the presence of the giver and the giver shall be provided a receipt for the amount of money turned in. Cash shall be secured in a school's vault and shall be hand carried to the Business Office within twenty-four hours. **Cash should never be sent through school mail.** When cash is delivered to the Business Office, it should be recounted and the amount on the receipt verified.
11. Returned checks that are not replaced by the end of the fiscal year in which they are returned to the Business Office shall be charged back to the program account in which they were initially deposited. Checks returned against school activity funds which are determined by the school principal or designee to be uncollectible shall be charged back to the activity fund in which they were initially deposited.
12. If any person writes more than two (2) bad checks to the EASTERN in a given school year, the EASTERN reserves the right to place that person on a "cash only" basis. Following the second occurrence, the EASTERN shall notify the person who wrote the bad check that EASTERN procedures require that after a second bad check or insufficient funds occurrence by the same person in a given school year, the person is to be placed on a "cash only" basis for the remainder of the year.