Policy #:	**GEN.100.0**
Policy Title:	Electronic Signatures
Approval Date:	5-16-16
Review Date:	N/A
Revision Date:	N/A
Related Documents:	District #51 Policy EHA Uniform Electronic Transactions Act (UETA) Electronic Signatures in Global and National Commerce Act (E-SIGN Act)

Electronic Signatures

Given the large distances that separate many people in the Mesa Valley area, MVCS freely employs electronic signatures when working with parents, vendors, the school District, and others. E-signatures are valid and binding in all matters which concern the school.

Definitions

Consistent with E-SIGN and UETA, an e-signature shall mean an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record. An e-record shall mean a record created, generated, sent, communicated, received, or stored by electronic means.

Security Procedures and Unauthorized Use of e-Signatures

The Administrative Director is authorized and directed to adopt security procedures for e-signatures and e-records that are practical, secure, and that allow for the use of e-signatures by means that balance risk and cost. It is not the intent of this policy to eliminate all risk, but rather to assure that security measures are reasonable for the type of transactions conducted and the risks identified and comply with applicable laws regarding electronic transactions. The lowest cost, least complex method acceptable for the risk is generally preferable.

Staff members who falsify e-records or e-signatures shall be subject to disciplinary action, up to and including termination of employment, and to criminal prosecution under applicable federal and state laws.

Parents/Guardians of enrolled students who falsify e-records or e-signatures shall be subject to disciplinary action, up to and including expulsion, and to criminal prosecution under applicable federal and state laws.

Direct Pay Educators who falsify e-records or e-signatures shall be subject to criminal

prosecution under applicable federal and state laws.

Individuals are required to report any suspect or fraudulent activities related to e-signatures or e-records immediately to the Administrative Director or Assistant Director.