



Book	Policy Manual
Section	800 Operations
Title	Electronic Signatures – Access Program
Code	829
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Purpose

The Upper Darby School District adopts the following policy with respect to the use of electronic signatures in connection with the School-Based ACCESS Program (SBAP).

Definitions

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. [\[1\]](#)

Authority

As permitted under the SBAP, electronic signatures may satisfy the requirements of a written signature on SBAP provider logs. The Board recognizes that the authenticity and reliability of electronic signatures are dependent on the processes accompanying the use of such signatures.

Delegation of Responsibility

The Superintendent or designee may develop administrative procedures necessary to implement this policy.

Guidelines

Electronic signatures 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 document cannot be altered after the electronic signature has been affixed; and
3. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail.

The district shall develop and maintain an electronic recordkeeping system that can receive, store, and reproduce records containing electronic signatures in their original form. Electronically transmitted signatures shall be encrypted or transmitted by other technological means designed to protect and prevent access, alteration, manipulation or use by unauthorized persons.

The district shall ensure that all records containing electronic signatures are capable of being accurately reproduced for later reference and retained until such time as applicable retention requirements are satisfied.

The district 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 the SBAP.

Legal

1. 15 U.S.C. 7006

15 U.S.C. 7001 et seq