

## **Use of Electronic Signature**

### **Purpose:**

To establish an electronic signature policy for the Ocean Beach School District that will:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain District transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District’s use of the current electronic signature provider DocuSign as the approved method for affixing an electronic signature to an electronic record. This policy will apply to any future replacement to the specific service provider platform.

Reducing the District’s reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Providing the option of electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

### **Scope, Manner, and Format of Use**

The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature made created when a person physically marks a document with the intent to sign the record.

The District authorizes the use of the DocuSign electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.

The District Superintendent or designee is authorized to use the electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

The electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following District records: minutes of school board meetings, Resolutions adopted by the Ocean Beach School Board, claim vouchers approved by the Board, and any and all contracts and agreements to which the District is a party.

Electronic signatures “shall not” be used on District records requiring execution by a third party.

This policy may be modified, rescinded, or replaced at any time by the Superintendent.

Electronic signatures cannot be applied using another employee’s name. Records signed on behalf of the Superintendent or designee shall use their own electronic signature.

An electronic signature is an acceptable substitute for a traditional signature on records requiring the signature of any record whenever the use of a traditional signature is authorized or required, except as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of traditional signatures.

Legal References:

RCW 19.360.020 – State and local agencies – Electronic signatures and records – Use and acceptance  
15 U.S.C. Ch. 96 Electronic Signatures in Global and National Commerce Act

Management Resources: 2020 – May Issue

Adoption Date: **07.22.20**

Classification: **Discretionary** (but required for districts that will use electronic signatures)

Revised Dates: