

## USE OF ELECTRONIC SIGNATURES

- A. Doing business and other transactions online, instead of on paper, has become part of daily life because it is time-efficient, cost-effective, and helpful to the environment. Electronic signatures are necessary to accomplish these tasks. With this in mind, the School Board authorizes the District to implement the use of electronic signatures in the conduct of school business. An electronic signature may be accepted in all situations if requirement of a signature/approval is stated or implied. This policy does not supersede situations where laws specifically require a written signature.
- B. For purposes of this policy, an electronic signature/approval (e-signature) is defined as an electronic identifier that is created by a computer or other electronic means and is intended by the party using it to have the same intent, effect and authority as the use of a manual (either written or facsimile) signature.
- C. Principals, as appropriate, shall determine the risks associated with using an e-signature and determine the quality and security of the e-signature method required in any situation. The e-signature methodology should be commensurate to the assurances needed for the risks identified. In determining whether to approve an e-signature method, consideration will be given to the systems and procedures associated with using that e-signature, and whether the use of the e-signature is at least as reliable as the existing method used. An e-signature will not be considered appropriate when the risks outweigh the benefits, or in situations where special verification or validation is required (for example, proof of residency or proof of age for school admissions purposes). The principal shall contact the Superintendent for direction of he/she is uncertain about the use of e-signatures.
- D. The intent of this policy is to allow for the use of e-signatures by means that are practical, secure, and balance risk and cost. It is not the intent of this policy to eliminate all risk but rather to provide a process that gives parties assurance that appropriate study was completed prior to implementation of an e-signature, and that the level of user authentication used is reasonable for the type of transaction conducted. The lowest cost, least complex method acceptable for the risk is generally preferable.
- E. User authentication entails establishing as genuine and verifying the identity of the individual providing the e-signature. User authentication may require validation against specific District-held information. Security and access to District-specific information is determined by the official custodian of the records involved. Record custodians are responsible for compliance with all legal obligations related to the maintenance, confidentiality and disclosure of record information under their jurisdiction.

- F. Specifications for recording, documenting and/or reviewing e-signatures shall be determined by the Superintendent or his/her designee.

Legal reference:  
Sections 66.0607, Chapter 137, Subchapter II, Wis. Stats.  
Electronic Records and Signatures in Commerce Act

Adopted: 11/14/16

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us