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MANAGEMENT SUPPORT SERVICES

Use of Electronic Signature

Purpose

To establish an electronic signature policy for the Central Kitsap School District that will:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures (encrypted and unique to user) and graphic signatures (graphic representation of handwritten signature) for certain district transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the district.

This policy will apply to district approved electronic signature provider and the authorized use of graphic signatures.

Reducing the district's reliance on paper-based transactions will 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 accepts the use of electronic transactions, electronic and graphic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a traditional signature created when a person physically marks a document with the intent to sign the record.

The district authorizes the use of an electronic signature platform, and or a graphic signature, to affix electronic signatures to district records.

This policy may be modified, rescinded, or replaced at any time by the Superintendent.

Electronic and graphic signatures must not be applied using another employee's name unless explicit permission has been granted to an authorized designee as deemed appropriate by the employee's position within the district (e.g., executive assistant, administrative assistant, etc.).

An electronic signature is an acceptable substitute for a traditional signature on records requiring a signature.

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.

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**Legal References:**

RCW 19.360.020  
15 U.S.C Ch. 96

State and local agencies – Electronic signatures and records – Use and acceptance  
Electronic Signatures in Global and National Commerce Act

Adopted:

May 12, 2021