

Rolling Hills Public Charter School

THE BOARD OF DIRECTORS

1260

Authorization of Signatures

For the conduct of the business of the Charter School, the Board may grant authority to specific staff to sign certain documents on behalf of the Charter School. The Chair, Principal, Business Manager, and Clerk are authorized to use a facsimile signature plate or stamp or other electronic signature as addressed herein.

Staff employed by the Charter School in the following designated positions are authorized to certify invoices for the Charter School:

Administrator
Special Education Director
Business Manager
School Secretary

Checks: The Principal is designated as the custodian of the school building activity fund. The Principal is designated as the custodian of all Charter School petty cash accounts. Staff employed by the Charter School in the following designated positions are authorized to sign on behalf of the Board checks drawn on any specific petty cash account:

Administrator

Contracts for Goods and Services and Leases: The Principal is authorized to sign on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under \$2,500.00____ without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board.

Personnel Contracts: The Board Chair and clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature or via electronic signature.

Negotiated Agreements: Negotiated agreements shall be signed for the Charter School by the Board Chair and the clerk.

Electronic Signatures

Electronic signatures or digital signatures can take many forms and can be created using many different types of technology. For the purpose of this policy an electronic signature means any electronic identifier intended by the person using it to have the same force and effect as a manual signature.

Use of Electronic Signatures

When not practical or possible to have an approved individual physically sign a document, and not otherwise prohibited by applicable laws, electronic signatures may satisfy the requirement of a written signature when transacting business with and/or for the Charter School and/or with parents/guardians when the authenticity and reliability of such electronic signature(s) meets the provisions of this policy. In such instances, the electronic signature shall have the full force and effect of a manual signature.

In order to qualify for acceptance of an electronic signature the following additional requirements are applicable:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The identity of the individual signing the document with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the electronic signature is affixed. If the document needs to be altered, a new electronic signature must be obtained; and
4. The electronic signature conforms to all other provisions of this policy.

The Charter School shall maintain electronically signed records in a manner consistent with the Charter School's document retention policies yet also capable of accurate and complete reproduction of the electronic records and signatures in their original form. Such retention should include a process whereby the Charter School can verify the attribution of a signature to a specific individual, detect changes or errors in the information contained in the record submitted electronically and protect and prevent access and/or manipulation or access/use by an unauthorized person.

The Charter School shall maintain a hardcopy of the actual signature of any Charter School employee authorized to provide an electronic signature in connection with school business.

Abuse of the electronic signature protocols by any Charter School employee serves as grounds for disciplinary action up to and including termination.

Parent/Student Use of Electronic Signatures

With regard to documentation received by the Charter School with an electronic signature from a parent/legal guardian, so long as the following provisions are met, the Charter School may receive and accept such electronic signature as an original document:

1. Such communication with signature, on its face, appears to be authentic and unique to the person using such signature;
2. The Charter School is unaware of any specific reason to believe that the signature has been forged;

3. The Charter School is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and
4. The signature is capable of verification.

The Principal or designee may, at their discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the Charter School in a timely manner.

Charter School personnel may periodically audit the authenticity of such signature via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted an electronic signature.

Should it be discovered that a student has falsified a parent's electronic signature on an official Charter School document, the student may be subjected to discipline and the Charter School Administration is authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.

Legal Reference: I.C. § 33-705 Activity Funds

Policy History:

Adopted on: August 11, 2016

Revised on: