

Purpose

To allow the use of electronic signatures by Allegany County Public Schools (ACPS) personnel and to comply with relevant law.

Definitions

Electronic signature - symbols or other data in digital form attached to an electronically transmitted document as verification of the sender's intent to sign the document.

Policy Statement

ACPS recognizes the need to communicate electronically and to execute documents electronically. The written execution of documents is not always appropriate, convenient or possible. Therefore, ACPS authorizes the use of electronic signatures in electronic communications in accordance with ACPS regulations.

Legal Reference			
Policy Cross Reference	Adopted	Reviewed	Revised Jan. 9, 2018, 1 st Reading Feb. 1, 2018, 2 nd Reading