

ELECTRONIC SIGNATURE

FILE: EHBA-R1

Where Maryland state law, federal law, or ACPS policies or regulations require that a transaction have the signature of an authorized person, that requirement is met when the electronic record contains an electronic signature using an electronic signature method approved by the recipient agency.

Electronic signatures are valid documentation indicating proof of record for any school related services to include early intervention and health related services.

Providers of services to the school system may include, but are not limited to, health nurses, department of social services, department of justice, emergency management and safety services, judicial or legal services, financial services, audit or evaluative services, and state and local authorities within a juvenile justice system.

All authorized ACPS personal may use electronic signature while conducting business on behalf of ACPS.

Documents containing an electronic signature are prohibited from being altered once the signature has been affixed. Digitally signed documents will indicate the date and time of the signature stamp to be included in the digital certificate.

All digital signature are certified by the employees' ACPS login and password credentials.

If an ACPS employee learns that his/her signature has been affixed to a document without his/her knowledge or consent, it is the responsibility of that employee to notify the recipient agency immediately and request an immediate correction and to request their login credentials on ACPS computer systems be immediately changed.

Noncompliance with the procedures and standards stated in this regulation is proper cause for disciplinary action.

Board Reviewed 01/09/2018	Superintendent Approved 07/11/2019
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