

Policy 3523: Electronic Signatures

Status: DRAFT

Original Adopted Date: Pending

The Governing Board believes that the use of electronic records and signatures is a convenient paperless option that can increase efficiency in commercial and administrative transactions, reduce costs, and contribute to environmental sustainability in district operations. The Board authorizes the use of electronic signatures in district operations when authorized by law.

The Superintendent or designee shall ensure that any electronic signature utilized by the district conforms with criteria described in law and that the level of security is sufficient for the transaction being conducted. (Government Code 16.5; 2 CCR 22003, 22005)

The Superintendent or designee shall retain electronic records in accordance with law and regulations, and as specified in BP/AR 3580 - District Records.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

State References	Description
2 CCR 22000-22005	Public entity use of electronic signatures - https://simbli.eboardsolutions.com/SU/jjoxXkoplusnISsKsUaPslshQplusYg==
5 CCR 16020-16022	Records, general provisions
5 CCR 16023-16027	District records, retention and destruction
5 CCR 430	Individual student records; definition
5 CCR 432	Student records
Civ. Code 1633.1-1633.17	Uniform Electronic Transactions Act
Civ. Code 1798.29	District records; breach of security - https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==
Ed. Code 35252-35255	Records and reports
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 49060-49079.7	Student records
Ed. Code 8234	Electronic signatures; child care and development programs
Gov. Code 16.5	Electronic signatures
Gov. Code 6252-6265	Inspection of public records
Gov. Code 811.2	Definition of public entity

Federal References

Federal References	Description
15 USC 7001-7006	Electronic Records and Signatures in Commerce Act
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
34 CFR 300-300.818	Assistance to states for the education of students with disabilities
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act

Management Resources References

Management Resources References	Description
CA Department of Education Publication	Management Bulletin 17-13, October 2017

Cross References

Description

- 3580 District Records -
<https://simbli.eboardsolutions.com/SU/slshum9iqF5JwslshMnliyP5FuWQ==>
- 5148 Child Care And Development -
<https://simbli.eboardsolutions.com/SU/6OHKRr8DxSxpoGUQD9PpvQ==>
- 5148 Child Care And Development -
<https://simbli.eboardsolutions.com/SU/PpTmuBb0jx1Tkuh4GaGhow==>
- 5148.3 Preschool/Early Childhood Education -
<https://simbli.eboardsolutions.com/SU/LglZz7yJo8y3LbzjDCV0AQ==>
- 5148.3 Preschool/Early Childhood Education -
<https://simbli.eboardsolutions.com/SU/yAdCukXhvvSU4qzi6kntkg==>
- 6159.1 Procedural Safeguards And Complaints For Special Education -
<https://simbli.eboardsolutions.com/SU/gLa5k4apusb7flyNscplusZRrZw==>
- 6159.1 Procedural Safeguards And Complaints For Special Education -
<https://simbli.eboardsolutions.com/SU/crldClfqd8Ot0qG0snrrGw==>