

# EHA - ELECTRONIC SIGNATURE AND FILING

## Definitions

"Communication" means any written form or filing, or other written communication. "Electronic Signature" means any electronic identifier intended by the person using it to have the same force as a manual signature.

## Electronic Signatures

The acceptance of an electronic signature from parents or guardians of a student is permitted. An electronic signature will have the full force and effect of a manual signature if the electronic signature satisfies the following requirements:

- I. It is unique to the person using it;
- II. It is capable of verification; and
- III. It conforms to all other provisions of this policy.

## Electronic Communication

Any electronic communication files with the district will be given the full force and effect of a paper communication if the following conditions are met:

- I. If the communication is an electronic filing or recording, this district agrees to accept or send such communication electronically;
- II. If a signature is required on the communication by any statute, rule, or regulation or the applicable law, the electronic signature on the communication conforms to Maine law; and
- III. The electronic communication and electronic signature on that communication conforms to all other provisions of this policy.

## Additional Considerations

- I. The Superintendent or designee may, at their discretion, request that an original of the electronic communication, signed by hand, be forwarded to the district in a timely manner.
- II. The district will accept and issue electronic communications only if such communications conform to any formatting requirements associated with them.
- III. The Superintendent or designee is authorized to establish additional rules, practices, or guidelines associated with accepting electronic communications.

## Adopted:

- June 14, 2011

# Reviewed:

- June 11, 2013
- 

Revision #1

Created 25 October 2021 15:32:34 by Troy Patterson

Updated 22 August 2022 14:23:46 by Troy Patterson