

**Policy**

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ELECTRONIC SIGNATURES

The New Jersey Uniform Electronic Transaction Act (UETA) authorizes the Little Silver Board of Education to use electronic forms, filing, and signatures to conduct official business with the public. The use of forms, filing, and signatures will save school district resources and will provide parents a convenient and cost-efficient option to receive, review, and acknowledge receipt of information from the school district. Therefore, the board of education and this policy authorizes the use of electronic forms, filing, and signatures in communications between the school district and parents pursuant to the UETA.

For the purposes of this policy, “electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

For the purposes of this policy, “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the document.

For the purposes of this policy, “information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying or processing information.

The school district may electronically send documents to parents of students enrolled in the school district. These documents may be but are not limited to informational notices, school or school related events or activities, periodic updates on a student’s progress, school district forms, requests for information, and any other communications between the school district and home. Some documents electronically sent to parents may require the parent to acknowledge receipt of a document, provide parental consent for such matters as student compliance with the district’s acceptable use of district computers and administration of surveys, and acknowledge receipt and acceptance of terms of a board of education policy, regulation, or practice. Any document sent to parents of students enrolled in the school district must be capable of retention by the recipient. To be capable of retention, the recipient at the time of receipt must be capable of retaining the document and the document must be accurately reproduced for later reference by all persons who are entitled to retain the record.

The board of education authorizes documents be electronically sent to parents of students enrolled in the school district only with the approval of the superintendent of schools. The superintendent shall establish an information processing system to include a process for parents to electronically send, sign, and return documents to the school district. A parent who is unable or unwilling to conduct business electronically, may print a copy of the document or obtain a copy of the document from the school district and return a signed copy of the document to the school district. The superintendent will only implement an information processing system in accordance with the provisions of the UETA.

Documents that are electronically signed and returned to the school district may be maintained by the school district in electronic or non-electronic form. Documents returned to the district that are not electronically signed shall be maintained by the district in non-electronic form. However, nothing shall prevent the school district from converting a non-electronic document to an electronic document and for such document to be stored in electronic form. All electronic or non-electronic documents returned to the school district shall be maintained by the school district in accordance with the New Jersey Department of the Treasury - Records Management Services - Records Retention Schedules.

ELECTRONIC SIGNATURES (CONTINUED)

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Key Words

Attribution, Signature, Electronic Signature, Electronic Record

**Legal References:** N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure  
N.J.S.A. 2A:38A-1 et seq. Computer System  
N.J.S.A. 2C:20-25 Computer Related Theft  
N.J.S.A. 12A:1-101 et seq. Uniform commercial code  
N.J.S.A. 12A:2-101 Sales  
N.J.S.A. 12A:2A-101 et seq. Leases  
N.J.S.A. 12A:12-1 et seq. Uniform Electronic Transactions Act  
See particularly:  
N.J.S.A. 12A:12-2, -5, -9  
N.J.S.A. 18A:36-19 Pupil records; creation, maintenance and retention, security and access; regulations; nonliability  
N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain pupil information prohibited  
N.J.S.A. 18A:36-39 Notification by school to certain persons using certain electronic devices; fine  
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records (Open Public Records Act)  
N.J.S.A. 47:3-15 et seq. Destruction of Public Records Law  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
N.J.A.C. 6A:32-2.1 Definitions  
N.J.A.C. 6A:32-7.1 et seq. Pupil records  
U.S. Electronic Signatures in Global and National Commerce Act, 15 U.S.C.A. Sec. 7001 et seq.

*Based on a 2015 sample policy from Alexandria City, Virginia*

**Possible**

**Cross References:** \*1000/1010 Concepts and Roles in Community Relations  
 \*1100 Communication with the Public; and  
 \*1111 District Publications  
 \*3000 Concepts and Roles in Business  
 \*3100 Budget Planning Preparation and Adoption  
 \*3300 Purchasing  
 \*3510 Operation and Maintenance of Plant  
 \*3600 Evaluation of Business and Noninstructional Operations  
 \*3570 District records and reports  
 \*5124 Reporting to parents/guardians  
 \*4131/4131.1 Professional Development

ELECTRONIC SIGNATURES (CONTINUED)

*6141	Curriculum design and development
*9322	Public and executive sessions

\*Indicates policy is included in the Critical Policy Reference Manual.