

# **Davis Joint USD**

## **Administrative Regulation**

### **Digital Signatures**

AR 0600

#### **Philosophy, Goals, Objectives and Comprehensive Plans**

#### **Definitions**

*Signer* means the person who executes a Document with intent to be bound by its contents.

*Handwritten Signature* means the scripted name or legal mark of a Signer handwritten by the Signer and executed or adopted with the present intention to authenticate a writing in a permanent form.

*Digital Signature* means an electronic identifier, created by technology, intended by the Signer to have the same force and effect as the use of a Handwritten Signature.

*Document* means all writings requiring either a Digital Signature or Handwritten Signature.

*Technology* means the District owned or controlled computer hardware and/or software-based method or process used to create a Digital Signature.

#### **Acceptable Technology**

For a Digital Signature to be valid on District Documents, it must be created by Technology that satisfies the requirements set forth in Government Code section 16.5 and Title 2, Division 7, Chapter 10, sections 22000 through 22005 of the California Code of Regulations, and any applicable provision of Civil Code section 16331.1 through 1633.17.

Any Technology approved by the District to execute a Digital Signature must be operated in a consistent manner. Consistency is required in both the interface that is presented to the Signer and in the algorithm that is used to both execute the Digital Signature and store the digitally-signed Document.

#### **Ability to Opt Out**

Any Technology, approved by the District to execute a Digital Signature, must provide the Signer with the ability to opt out of executing a Digital Signature and provide the Signers the ability to print the Document, sign it manually, and then submit it to the District.

#### **Notification that a Digital Signature is Legally Binding**

Before signing any Document digitally, a Signer must be informed that the Digital Signature is as legally binding as a Handwritten Signature. A Signer must be required to affirm that he/she

has read and understands that his/her Digital Signature is legally binding.

**Copy Must Be Available to Signee**

Once the Document has been digitally signed, the Signer must be given the option to either download or have e-mailed, a copy of the digitally signed Document.

**Modification of Document Invalidates Signature**

Any Technology approved by the District to execute a Digital Signature must store a Document key that will uniquely identify the Document. The Document key will be used in conjunction with each Signer's identity to create a signature key that will uniquely identify the Document as executed by the Signer. If the Document is changed in any way, both the Document key and the signature keys are invalid.

Regulation  
approved:

DAVIS JOINT UNIFIED SCHOOL DISTRICT  
Davis, California