SECTION V: BUSINESS AND TECHNOLOGY POLICY 5100 Electronic Signature Policy



Insight School of Oklahoma (ISOK) does hereby adopt the following policy related to the acceptance of digital signatures or e-signatures.

1. Signature Required by ISOK

- a. Where an ISOK policy requires that a record have the signature of a responsible person, that requirement is met when the electronic record has associated with it an electronic signature using an approved electronic signature method.
- b. Where an ISOK policy requires a written document, that requirement is met when an electronic record has associated with it an electronic signature using an approved electronic signature method.

2. Correcting Errors on Forms Policy

a. Where an ISOK policy requires forms to be filled out by a responsible person, ISOK has the authority to correct any errors on said form. Corrections to forms include, but are not limited to: dates, times, addresses, and misspellings.

Source: ISOK Board Policy Adoption 12/8/2021