



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.