2.24.1 Electronic Signature

Last Revised: November 2022

Policy: Piedmont Community College (PCC) recognizes an electronic signature as a valid signature from faculty, staff, and students subject to defined conditions.

Purpose/Definitions:

Purpose

This policy allows PCC to conduct official business by streamlining processes through the use of electronic documents/signatures.

Definitions

Electronic Signature—any electronic process signifying an approval to terms, and/or ensuring the integrity of a document presented in electronic format.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority over this policy.

Procedure:

Section 1:   Validity of Electronic Signatures

   1.1. An electronic signature is considered valid when one of the following conditions is met:

   1.1.1.   Condition 1: Campus Network Username and Password

   1.1.1.1.   Institution provides student or employee with a unique username.

   1.1.1.2.   Student or employee sets his or her own password.

   1.1.1.3.   Student or employee logs into the campus network and secure site by using both the username and password.

   1.1.2.   Condition 2: Student/Employee Login ID and Personal Identification Number (PIN)

        1.1.2.1.   Institution provides student or employee with a unique PIN.

        1.1.2.2.   Student or employee sets his or her own PIN.

        1.1.2.3.   Student or employee logs into a secure site using both login ID and PIN.

    1.1.3. Condition 3: Third-Party Software/Documents or Systems

        1.1.3.1.   User provides a username and/or password to a third-party to validate the user's identity.

Section 2:   Acceptable Use of Electronic Signatures

  2.1. Student use of electronic signatures includes, but is not limited to:

    2.1.1. registering for classes

    2.1.2. checking financial aid awards

    2.1.3. paying student bills

    2.1.4. obtaining official and unofficial transcripts

    2.1.5. updating contact information

    2.1.6. logging into campus computers

    2.1.7. completing forms

    2.1.8. submitting class work or tests

  2.2. Faculty and staff use of electronic signatures includes, but is not limited to:

    2.2.1. submitting grades

    2.2.2. submitting attendance/enrollment information

    2.2.3. viewing personal payroll data

    2.2.4. logging into campus computers

    2.2.5. accessing protected data through the administrative computing system

Section 3:   User Responsibilities

3.1. It is the responsibility and obligation of each user to keep their passwords and PIN private so others cannot access their credentials. See PCC Policy 2.24 Information Access Security for more information.

3.2. Once logged in, the user is responsible for any information they provide, update or remove.

3.3. Users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

Section 4:   College Responsibilities

4.1. The College will take steps to ensure both the PIN and password are protected and kept confidential.

Legal Citation: Family Educational Rights and Privacy Act (FERPA) of 1974, Electronic Signatures in Global and National Commerce Act (E-SIGN) (15 U.S.C. § 7001, *et seq.*), Department of Education (DoED) Government Paperwork Elimination Act (2005)

History: Effective February 2012; Revised March 2021, November 2022