



SECTION V: Business and Technology Policies

Electronic Signature

Oklahoma Virtual Charter Academy (“OVCA” or “District”) does hereby adopt the following policy related to the acceptance of digital signatures or e-signatures.

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