

GOAL Academy Electronic Signature Policy

Introduction

GOAL Academy (the School) is a State of Colorado public charter school specializing in online education for grades 9-12. Collecting signatures via electronic methods is a time-saving and secure way of providing authorization on various School documents.

This Electronic Signature Policy (ESP) outlines the School's general policy and practices for implementing and collecting Electronic Signatures

Electronic Signature Agreement and Disclosure

Notice

GOAL Academy reserves the right to collect electronic signatures in place of written signatures at any time. This includes, but is not limited to, such circumstances as:

- (1) The party in question cannot be contacted or physically reached to provide a "wet" (hard-copy) signature
- (2) The document being signed is delivered through an electronic medium, such as E-mail or file transfer
- (3) GOAL Academy finds the collecting of electronic signatures to be imperative to the process at hand

All electronic signatures collected by GOAL Academy, with acknowledgement of this ESP, will be considered legal and binding.

Withdrawing Consent to Provide Electronic Signatures

GOAL Academy will, at the respective person or party's request, cease collection of electronic signatures under the following:

- (1) Notification to GOAL Academy in writing that the respective person or party is requesting a "wet" (hard-copy) signature
- (2) Verbal notification to GOAL Academy, found by GOAL Academy to be well grounded and sufficient, in GOAL Academy's sole discretion

The withdrawal of consent will not predate and/or nullify any agreements or paperwork signed electronically prior to the date of withdrawal of consent.

Wet (Hard-Copy) or Written Signatures

If any person or party has withdrawn consent to provide electronic signatures, they will be provided with an alternative option to provide a wet (hard-copy) signature at GOAL Academy's approved time and location. If a document is purely in a digital or electronic form, GOAL Academy will provide a physical paper copy for the collection of a wet (hard-copy) signature.

Consequences of Withdrawing Consent and Requesting Wet (Hard-Copy) Signatures

If any person or party chooses to withdraw consent to this ESP, this may cause the following events:

- (1) Delay in completion time of documents and processes
- (2) Required face-to-face interaction to complete necessary paperwork and collect wet (hard-copy) signatures

Data Integrity

The School shall take reasonable steps to ensure that any electronic signature is complete, current, and reliable for its intended and declared use only.

Enforcement

The School uses a self-assessment approach to ensure compliance with this ESP and verifies periodically that the policy is accurate and comprehensive for the information intended to be covered, prominently displayed, completely implemented, and accessible. The School encourages interested parties to contact us with any concerns using the contact information provided. The School will investigate and attempt to resolve any complaints and disputes regarding use of electronic signatures.

If a complaint or dispute cannot be resolved through internal process, the School agrees to dispute resolution via a third party.

Amendments

This ESP may be amended from time to time. The School will post any revised policy on our external websites.

Information Subject to Other Policies

The School is committed to following policies and processes outlined in all School policies. However, certain information is subject to policies of the School that may differ in some respects from the general policies set forth in this ESP.

Your use of GOAL Academy Information Technology resources signifies your compliance and acknowledgement of this policy.