Bon Secours
Memorial College of Nursing

Policy Name:	Electronic Signature - BSMCON
Policy Number:	ADM 10.05
Title of Policy Owner:	Director of IT
Policy Type:	☒RHEI/Shared Services ☒BSMCON ☐SCHS ☐SOMI
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2023
Version:	1.0
Policy Status:	Approved

I.   Policy

This policy explains the College's use of electronic signature technology to collect signatures from students.

II.   Purpose

To establish guidelines and procedures regarding the use of electronic signatures at the College. To promote efficiency, security, and legality in electronic transactions, while ensuring compliance with applicable laws and regulations.

III.   Scope

All prospective and enrolled students.

IV.   Definitions

Electronic Signature (E-Signature): An electronic symbol (name, initials, etc.) or process attached to or logically associated with a record and executed or adopted by an individual with the intent to sign the record.

E-Signature Platform: A secure and approved platform provided by the College for creating, storing, and verifying electronic signatures.

V.   Policy Details

Acceptance of Electronic Signatures

The College recognizes Electronic Signatures (E-Signatures) as legally binding and equivalent to handwritten signatures, subject to applicable laws and regulations. The College may offer the option for E-Signature at its discretion. The College may choose to use handwritten signatures for some activities.

E-Signature Platform

The College will provide an approved and secure E-Signature Platform for students to create, store, and verify their E-Signatures.

The E-Signature Platform will document the date of electronic signature.

Any issues with the E-Signature Platform should be reported to the College Information Technology (IT) support team. Any student needing training around the use of the E-Signature Platform may contact the College IT support team.

Record Retention

The College will maintain electronic records of E-Signatures in compliance with applicable laws, regulations, and ADM 1.04 Records Management policy.

Students are responsible for retaining copies of electronically signed documents for their personal records and reference.

Authenticity and Security

Students should attempt to maintain the confidentiality and security of their E-Signature Platform login credentials by taking reasonable precautions to prevent unauthorized access. Intentionally sharing one's credentials with another person or using another student's credentials would constitute a violation of this policy and may result in disciplinary or legal consequences in accordance with applicable policies and laws.

Students should promptly report any suspected unauthorized use of their E-Signature to the College's Director of Information Technology.

VI.   Attachments

None

VI   **Related Policies**

ADM 1.04 Records Management

VIII.   Disclaimers

Nothing in this policy creates a contractual relationship between the College and any party. The College, in its sole discretions, reserves the right to amend, terminate or discontinue this policyat any time, with or without advance notice.

IX.   Version Control

Version	Date	Description	Prepared by

POLICY

| 1.0 | 5/24/2023 | Initial Draft | Director of IT |