A. In accordance with the Electronic Commerce Act (N.C.G.S. 66-58.1 through 66-58.12), the North Carolina Uniform Electronic Transaction Act (N.C.G.S. 66-311 through 66-330), the Federal Electronic Signatures in Global and National Commerce Act, and the Family Educational Rights and Privacy Act (FERPA), Gaston College (GC) recognizes an electronic signature as a valid signature from faculty, staff, and students when one of the following conditions listed below is met.

B. Condition 1: Campus Network Username and Password
   1. Institution provides student or employee with a unique username
   2. Student or employee sets his or her own password
   3. Student or employee logs into the campus network and secure site using both the username and the password

C. Condition 2: Student/Employee Login ID and Personal Identification Number (PIN)
   1. Institution provides student or employee with a unique PIN
   2. Student or employee sets his or her own PIN
   3. Student or employee logs into a secure site using both the login ID and PIN

D. An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

E. Student uses include, but are not limited to, electronic signatures for registering, checking financial aid awards, paying student bills and fees, obtaining transcripts, updating contact information, logging into campus computers, completing forms, submitting class work, and test taking.

F. Faculty and staff uses include, but are not limited to, electronic signatures for submitting grades, viewing personal payroll data, attendance sheet filing, logging into campus computers, accessing protected data through the administrative computing system, and custom web applications provided by the college.

G. It is the responsibility and obligation of individuals to keep their passwords and PIN private so others cannot use their credentials. This is further explained in Computer Resources – Acceptable Use Policy, Appendix G of the GC Student Handbook and the GC
Technology Services System Authorization/Acceptable Use Policy which is signed by each GC Faculty and Staff.

H. Once logged in, the student or employee is responsible for any information provided, updated, or removed. GC will take steps to ensure both the passwords and PIN are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

I. This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.