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| Book | Policy Manual |
| Section | 300 Employees |
| Title | Use of District Intellectual Property |
| Number | 310 |
| Status | New |

Purpose

It is the purpose of this policy to establish requirements for employees with respect to ownership of intellectual property produced by an employee during his/her working hours and/or working with students, staff or programs and an employee serving as a consultant and using District intellectual property.

Guidelines

All intellectual property and material prepared by an employee during his/her regular working hours, including by way of illustration but not by way of limitation, the development of curricula, texts, and/or published materials, are considered work made for hire under the Copyright Law of the United States and, as such, are owned by the District and not the employee. The District reserves the right to assert and protect all intellectual property rights.

The Use of Intellectual Property by a District Employee

An employee is prohibited from using the District's intellectual property without prior written consent from the Superintendent or designee.

Any employee who uses the District's intellectual property is forbidden to retain any monetary remuneration for such use whether that remuneration is styled as a stipend, honorarium, or a consulting fee. If any employee receives any such monetary remuneration it shall be remitted to the District.

Partnership Projects

It is recognized that the District may enter into partnerships and/or collaborations with other organizations, and funding sources for the development of education material and that the products of these efforts are, by condition of the grant, meant to be shared and disseminate

through the educational community. Nothing in this policy is meant to discourage such arrangements, the terms of which are to be approved by the Board in advance.

Violation of this policy may result in disciplinary action up to and including termination.

Former Employees

No former employee shall use District intellectual property without the express written consent of the Board. The District reserves the right to enforce its intellectual property rights against a former employee or third party.