

Series 3000: Operations, Finance, and Property

3100 General Operations

3117 Intellectual Property

The District values the creative innovation of its staff while maintaining the responsibility to protect and manage intellectual property created using District resources. This policy ensures a balance between fostering ingenuity and upholding the District's rights to intellectual property.

Definition of Intellectual Property

The District's intellectual property includes written or artistic works, logos, marks, instructional materials, textbooks, curriculum, software, inventions, procedures, ideas, innovations, systems, programs, and any derivatives thereof, regardless of publication or registration status.

Use of District Intellectual Property

District intellectual property may not be used by any person outside the scope of their employment with the District without the prior written permission of the Superintendent, their designee, or approval by the Board of Education.

Ownership of Intellectual Property

1. District Ownership:

- a. Any work product or derivative created or developed by staff during work hours, as part of their assigned duties, or using District property and/or resources is considered a "work made for hire" and is the exclusive property of the District. Examples include, but are not limited to:
 - i. Curriculum materials or instructional programs developed for classroom use.
 - ii. Software or digital tools created as part of a District project.
 - iii. Innovations or systems designed to enhance District operations.

2. Collaborative and External Projects:

- a. Employees engaging in projects outside their assigned District duties must ensure such work does not conflict with District policies or obligations. Any agreement with external entities regarding intellectual property developed while employed by the District must be reviewed and approved by the Superintendent or designee.

3. Exceptions and Shared Ownership:

- a. The District may, at its discretion, enter into agreements with employees for shared ownership or revenue sharing when intellectual property is developed in a manner that goes beyond assigned duties or work hours, provided such agreements are documented and approved in writing by the Superintendent or designee.

4. Encouraging Innovation

- a. The District encourages creative and innovative contributions from staff and supports the development of intellectual property that enhances educational outcomes and operations. The District may provide opportunities for professional recognition, revenue-sharing agreements, or other incentives to acknowledge and reward contributions.

5. Use of External Resources

- a. Employees must ensure that intellectual property developed using external resources or in collaboration with external parties aligns with District policies. Any conflicts or obligations must be disclosed and reviewed in advance by the Superintendent or designee.

Date adopted:

Date revised: