

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, CREATIONS AND PRESENTATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for twelve months after employment with Alexandria School District. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

Alexandria School District reserves the right to participate in any financial gains by an employee as a result of the above-mentioned employee activities. Further, the school district reserves the right to participate in any financial gains by an employee who shares expertise gained through Alexandria School District training by means of instruction or presentation at a college/university course, conference or workshop. The school district will determine their financial rights based on discussion with the employee.

III. ALEXANDRIA SCHOOL DISTRICT AND EMPLOYEE PROPRIETARY RIGHTS GUIDELINES

- A. Individual proprietary rights guidelines will be developed between the employees and Alexandria School District to clarify the employee's activities, financial rights of the district, benefits to the district and specialized work arrangements of the employee(s) (i.e. schedule, use of district equipment and materials, use of district facilities, duplication, use of district data).
- B. All guidelines must meet contractual requirements of the employees' work agreements.
- C. All guidelines shall be approved by the superintendent of schools and will be written for a maximum length of two years.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal Reference:

Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)

17 U.S.C. §101 *et seq.* (Copyrights)

Policy Adopted: 4/16/01

Policy Revised: 12/21/09, 12/19/16, 12/16/19

Alexandria Public Schools - No. 206

Alexandria, Minnesota