

## **General Personnel**

### **Publication or Creation of Materials/Copyrights and Patents**

Except as may be otherwise stipulated by the Superintendent or designee, all books, materials, devices, computer software, or products which result from the regular prescribed duties of persons employed by the School District shall remain the property of the School District, and the School District shall retain all rights and privileges pertaining to the ownership thereof. However, the Board of Education encourages employee creativity and productivity where appropriate, and to make it possible for creative people to share in possible rewards for their efforts, so in the event any of these products has commercial appeal, the Superintendent is authorized to negotiate with the appropriate entities.

If a product which is satisfactory for the purposes of the School District was derived in part from work done by an employee outside of his/her school duties, or needs to have additional work performed on it before it is commercially acceptable, the Superintendent is authorized to make arrangements to enter into a reasonable financial arrangement and/or accommodation with the employee, provided no School District funds, whether tax funds or funds from other sources shall be used to remunerate the person for this additional work.

#### **Definitions**

- a. As used in this policy, the term “work” includes, but is not limited to, inventions, written material, computer software, and other tangible or intangible property.
- b. “District working time” includes any time during which the employee is performing work for the District and/or for which the employee is being paid by the District.
- c. “District property” means property leased or owned by, or loaned to the District.

#### **Copyright Compliance**

While staff members may use appropriate supplementary materials, it is each staff member’s responsibility to abide by the District’s copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District’s procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. §101 et seq.  
105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

ADOPTED: April 5, 2011, March 21, 2023 5YR, June 13, 2023