

STAFF RESEARCH AND PUBLISHING

1. The School Board considers that the school division has proprietary rights to publications, instructional materials, and devices prepared by division employees during their paid work time; however, the School Board recognizes the importance of encouraging its professional staff to engage in professional writing, research, and other creative endeavors.

2. When original materials are developed by employees or staff committees during working time, or as part of regular or special assignments for which they are paid, the division will have sole rights in matters of their publication or reproduction; however, the division will clearly recognize and note the identity of the employee or employees who created the materials.

3. In situations where the proprietary right to material is in doubt, as for example, when original instructional materials have been developed partially during working time or as a part of a paid assignment and partially during the staff member's own time, arrangements will be made for the assigning of rights to one or the other party and an equitable sharing of any profits.

4. However, a staff member may use his/her background of knowledge of division programs and operations in professional writing of any type, without the School Board claiming any rights to the materials or authority to approve them prior to publication. When such writing mentions the name of the school division or one of its schools, the employee is requested to submit the material to the Superintendent or his/her designee for review in advance of publication.

5. Employees who develop materials, including instructional materials and computer programs, outside the scope of their employment that have a connection to or are related to the division shall inform the superintendent in writing of their intent to develop such materials prior to commencing work.

ADOPTED: February 8, 1983

REVISED: November 11, 1986
July 1, 1991
June 12, 2012

LEGAL REFERENCES: 17 U.S.C. §§ 101, 102, and 201.
Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

CROSS REFERENCES: EGAA Reproduction of Copyrighted Materials
GCQA Nonschool Employment by Staff Members