

PUBLICATIONS/MATERIALS – NON-CERTIFIED STAFF

Staff members under contract to the Old Tappan District may, in carrying out their professional responsibilities, develop educational materials for use in the school program. Such educational materials developed by staff members as part of their regular employment are the property of the District. Educational materials created during the time when staff members are not fulfilling contractual duties to the District are the property of the staff member, provided the employee has not used the property of the District in creating the materials. Prior written notification of such development of these materials shall be given to the Superintendent or a designee.

Materials Developed by Employees on Their Own Time

Copyrights or patents of materials, devices or products developed by District employees entirely on their own time and using no property of the District are the property of the individual. The individual shall submit a written statement to the Superintendent that indicates that no District time or property was used in the research or development of the item.

Materials Developed by Employees as Part of Regular Duties

Copyright or patents of materials, devices or products developed as a result of the regular duties of District employees using District equipment or developed during working hours, or pursuant to a contract for their development, are District property and the employee shall be required to execute such documents as are necessary to vest title thereto in the name of the District.

Materials Developed Through Projects Financed by Federal Funds.

Federal regulations concerning copyrighted materials shall apply to such materials which are produced as part of a project financed by federal funds.

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| <u>Legal References:</u> | <u>N.J.S.A.</u> 18A:6-8 | Interest of school officers, etc., in sale of textbooks or supplies, royalties |
| | <u>N.J.S.A.</u> 18A:11-1 | General mandatory powers and duties |
| | <u>N.J.S.A.</u> 18A:6-33.1 | Grant programs; innovative educational ideas and techniques |
| | <u>et. Seq.</u> | |
| | 17 <u>U.S.C.</u> 101 and 210 | Copyright |

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| <u>Cross References:</u> | *6145.3 | Publications |
| | *6160 | Instructional Services and Resources |
| | *6161.1 | Guidelines for Evaluation and Selection of Instructional Materials |

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Publication of Materials, Copyrights, Patents, Materials financed by Federal Funds

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