

**DISTRICT CODE: 409**

**EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS,  
INVENTIONS, AND CREATIONS**

*Policy reflects Minnesota statute and aligns with other District 270 policies.*

**I. PURPOSE**

The purpose of this policy is to identify and reserve the proprietary rights of the School District to certain publications, data, 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, data or equipment, the employee shall immediately disclose and, on demand of the School District, assign any rights to publications, data, 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 three years thereafter. 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, data, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

**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.

Adopted: October 16, 2007

Revised: March 15, 2012

Reviewed: November 19, 2015, November 20, 2018