

**INTELLECTUAL PROPERTY RIGHTS**

Interpretation, application and modification of this policy are within the sole discretion of Goffstown School District. Any questions or issues regarding this policy should be directed to SAU # 19 Administration.

**Staff, administrators, student employees, and other non-faculty employees:**

The district owns the copyright to any works created by staff, administrators, student employees, and other non-faculty employees in the course of their duties. This includes, but is not limited to, copyright in works such as publications, software, web design, graphic and artistic work, photographs and other visual images, audio recordings, music, dramatic, or theatrical work, and data compilations. If the employee asks, the district may, but is not required to, grant the employee a non-exclusive license to use the work for mutually-agreed purposes.

**Faculty:** “Faculty” includes professional staff and administrators when they create work while teaching a course for credit. “Faculty” also includes academic administrators when they are creating scholarly, creative, or artistic work unrelated to their district duties. The faculty members retain ownership of copyright in their works, with the following limitations:

**(a) Faculty rights in work created with District equipment or staff.**

If faculty create the work using district resources including but not limited to: computers, tablets, cameras, film editing software or hardware, audio editing software or hardware, specialized staff assistance, equipment in computer labs, television studios, or theaters and sound stages, then the faculty member owns the copyright in the work, and The District retains a non-exclusive royalty-free license to use the work for the District’s educational, promotional, and public relations purposes.

**(b) Faculty rights in work created with external grant or contract support is subject to Board approval.**

**Students:** “Student Works” are those works produced by enrolled students in fulfillment of class assignments, as projects for academic credit, or as projects with co-curricular or extra-curricular organizations. Student Works’ primary purpose is educational. Student Works’ are owned by the student(s), subject to a non-exclusive royalty-free license to use the Student Work for the District’s educational, promotional, and public relations purposes if the Student Work is not a confidential educational record.

I have read and agree to comply with the Intellectual Property Rights Policy. I also understand that any violation of this policy is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

Name: (please print): \_\_\_\_\_ School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed: 03/16/2020

Adopted: 04/20/2020 (Effective July 1, 2020)