

**I. PURPOSE**

The purpose of this policy is to identify and reserve the proprietary rights of NWSISD to certain publications, instructional materials, inventions, and creations, which employees may develop or create, or assist in developing or creating, while employed by NWSISD.

**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 NWSISD materials or equipment, the employee shall immediately disclose and, on NWSISD's demand, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops, creates or assists in developing or creating during the term of the staff's employment and for five years thereafter. In addition, the employee shall sign such documents and perform such other acts as may be necessary to secure the rights of NWSISD relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

**III. NOTICE OF POLICY**

NWSISD district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

**Legal References:** Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)  
17 U.S.C. §101 et seq. (Copyrights)

*Adopted:* April 16, 2003  
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