

**CODE: GCS**

**PROFESSIONAL RESEARCH AND PUBLISHING**

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The Kittery School Committee considers that the school system has proprietary rights to publications, instructional materials, software and devices prepared by employees during their paid work time. However, the School Committee also recognizes the importance of encouraging the writing, research and other creative endeavors of its professional staff.

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 school system will have sole rights in matters of publication or reproduction; however, identity of the employee(s) who created the materials will be clearly recognized and noted.

In situations where the proprietary rights to material is in doubt—as, for example, when original instructional materials have been developed partially during working time or as part of a paid assignment and partially during the staff member’s own time—arrangements will be made for the appropriate assignment of rights and any profits.

However, a staff member may use his/her background of knowledge of unit programs and operations in professional writing of any type, without the School Committee claiming any rights to the materials or authority to approve them prior to publication, except that articles purporting to represent school system policy will be cleared by the Superintendent who may, if the subject warrants, seek School Committee clearance.

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Adopted: September 3, 1991

Revised: July 5, 1994; November 5, 2012