

Policy #: <b>409</b>
Title: <b>EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, &amp; CREATIONS</b>
Date of Initial Approval: 01/20/2021
Revision/Re-authorization Dates:
Reviewers: MSA Superintendent; MSA Instructional Leadership Team

**I. PURPOSE**

The purpose of this policy is to identify and reserve the proprietary rights of Minnesota State Academies (MSA) to certain publications, 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 or equipment, the employee shall immediately disclose and, on demand of MSA, assign any rights to publications, 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 10 years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of MSA 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**

The school 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)*