

## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Governance/Board</b>	<i>Policy Number</i> <b>113</b>
<i>Former Policy #</i> <b>405</b>	<i>Page</i> <b>1 of 7</b>
<i>Original Approved Date</i> <b>August 1981</b>	<i>Subsequent Approval Dates</i> <b>Jan. 29<sup>th</sup>, 2013 June</b>

## 2. POLICY STATEMENT

the Board or its Schools or Programs are trademarks and as such are the intellectual property of the York Catholic District School Board. They must not be duplicated or used without the permission of the York Catholic District School Board in accordance with Board policies and procedures.

#### **4. RESPONSIBILITIES**

##### **4.1 Board of Trustees**

4.1.1 To be knowledgeable about and act in accordance with the Intellectual Property policy.

##### **4.2 Director of Education**

4.2.1 To oversee compliance with the Intellectual Property policy.

##### **4.3 Superintendent of Human Resources**

4.3.1 To provide information contained in the Intellectual Property policy to all board employees and contracted personnel upon hire and annually thereafter until their dismissal, retirement or resignation.

##### **4.4 Senior Administration**

4.4.1 To monitor the implementation of the Intellectual Property policy in the school operations and departments of the Board.

4.4.2 To review and approve requests for use of intellectual property by third parties.

##### **4.5 Manager of Employee Relations & Privacy**

4.5.1 To oversee Board compliance with the protection of privacy legislation and conflict of interest parameters in the use of any Board intellectual property.

##### **4.6 Principals, Senior Managers, Managers**

4.6.1 To monitor the implementation of and compliance with the Intellectual Property policy in the operations of the school and departments of the Board.

##### **4.7 Third Parties**

4.7.1 To be knowledgeable about and comply with the Intellectual Property policy.

#### **5. DEFINITIONS**

##### **5.1 Disclosure**

The sharing of information pertaining to intellectual property in compliance with legislative regulations or policies and procedures of the Board.

##### **5.2 External Stakeholders**

A person, group of people or an organization that holds a vested interest in the school community, including, but not limited to:

5.2.1 All levels of Government

5.2.2 Community Members/Organizations/Agencies

5.2.3 Education Partners/Organizations

- 5.2.4 Ministry of Education
- 5.2.5 Media
- 5.2.6 Vendors/Contractors

**5.3 Intellectual Property**

A broad term used to describe an original work, of which the ownership or right to use may be legally protected by copyright, trademark, trade secret, industrial design or patent law.

**5.4 Senior Administration**

## **POLICY TITLE: INTELLECTUAL PROPERTY**

### **SECTION B: GUIDELINES**

#### **1. Intellectual Property**

- 1.1. The Board reserves all rights to works developed by employees as part of their employment roles and responsibilities and by external stakeholders in contractual arrangements with the Board in accordance with YCDSB Policy 113 *Intellectual Property*, unless otherwise agreed to in writing by authorized personnel (i.e., Senior Administrator who oversees the employee(s) or individual(s) developing the work.

The Board's entitlement to reserve all rights to a work developed comes into existence automatically when a literary, artistic, dramatic or musical work or computer software is created. Intellectual property includes, but is not limited to, the following:

Branded:

- 1.1.1 Books, articles and similar printed material;
- 1.1.2 Software applications;
- 1.1.3 Lectures, presentations or training modules;
- 1.1.4 Procedures and memoranda;
- 1.1.5

2.2 Billing statements and records of agreement shall be maintained in the Accounting Department in accordance with Board policies and procedures.

3. **Approved Professional Activities or Services Outside of**