

## **STAFF RESEARCH AND PUBLISHING**

The King George County School Division shall maintain ownership and copyright for any materials produced by King George County Schools' employees when work is completed during compensated hours and/or utilizes any school division human, facility, equipment, or supervisory resources.

Any employee, who creates material using his /her own equipment, during personal time utilizing no school division resources, shall maintain ownership and copyright of such material(s).

An employee may request a waiver of copyright and ownership for any material that may be the property of the King George County School Board by providing a written request to the Superintendent. The request must provide justification for the requested waiver. The Superintendent will review the written waiver request and will present the request and a recommendation to the King George County School Board for consideration. If the request is approved, the King George County School Division's students and staff shall not be charged for the use of the materials.

Adopted: April 22, 2013

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