

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: USE OF DISTRICT DEVELOPED  
MATERIALS

ADOPTED: June 23, 2004

REVISED:

814.1. USE OF DISTRICT DEVELOPED MATERIALS	
1. Purpose	The Board recognizes that district employees, as a part of their job responsibilities, frequently develop written and/or audiovisual programs. These items are usually developed on district time, at district expense and with district materials.
2. Authority	Items such as but not limited to course of studies, printed course outlines and texts, and materials for audio-visual materials that have been developed, written and/or prepared by district personnel for use in the district shall be the property of the district.
3. Delegation of Responsibility	Any use of such materials outside the district must be approved by the Superintendent or designee, and credit should be given to the district and the individual responsible for the preparation of the material.
4. Guidelines Pol. 814	If the document is copyrighted, any use of the material outside the district must be in compliance with Board policy.