

**EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS,
INVENTIONS AND CREATIONS**

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I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the School to certain publications, instructional materials, inventions, and creations that employees may develop or create, or assist in developing or creating, while employed by Lakes International Language Academy (the "School").

II. GENERAL STATEMENT OF POLICY

- A. 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 facilities or equipment, the employee shall immediately disclose and, on demand of the School, 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 one year thereafter.

- B. Employees shall sign such documents and perform such other acts as may be necessary to secure the School's rights relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

Adopted: 05/05/2008

Amended: 05/10/2012

Amended: 5/10/16

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