

**STAFF RESEARCH AND PUBLISHING**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33

The Alexandria City School Board (Board) encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of Division operations. The Board is the author of works produced by its employees within the scope of their employment and retains all rights to such works unless those rights are expressly waived or assigned to the employee who produced the work.

Any such assignment of rights requires approval of the Superintendent and the work will remain available for the use of the Board at no charge.

Employees who develop materials, including instructional materials and computer programs, outside the scope of their employment that have a connection to or are related to the division shall inform the Superintendent in writing of their intent to develop such materials prior to commencing work.

If the work is produced outside of the scope of employment, is authored outside of required work hours and does not utilize school division equipment or resources, the work product remains the property of the author.

Adopted: November 17, 1998  
Amended: May 5, 2016  
Amended: May 26, 2016  
Amended: April 25, 2024

Legal Refs.: Title 17, U.S.C. §§ 101, 102, and 201  
Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78

Cross Refs.: EGAA           Reproduction and Use of Copyrighted Materials  
GCQA           Nonschool Employment by Staff Members