

INTELLECTUAL PROPERTY

CT  
(LOCAL)

The Board encourages each College District employee and student to contribute to the advancement of knowledge by publishing and copyrighting, inventing, and patenting materials and objects of his or her own creation. The College District shall protect the interests of its personnel and students in relation to their intellectual property. Intellectual property is defined as intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works; computer software; multimedia presentations; inventions; and the like. The College District shall assume responsibility for ensuring that public funds, public facilities, equipment, and other public properties for which it has stewardship are not utilized for personal profit or gain. An author, creator, or inventor may receive benefits from publications and inventions according to the provisions of this policy.

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PROPERTY RIGHTS

Each employee and student shall retain exclusive property rights to materials developed on his or her own time without the use of College District equipment, facilities, or personnel support; developed as part of his or her regular responsibilities; or produced prior to employment with the College District.

To the extent permitted by law, materials developed using College District property or while in the performance of duties as an employee shall become the sole property of the College District.

No employee or student shall utilize any property or facility of the College District for any personal or private business activities. College District facilities, equipment, and staff may be utilized for research projects only if prior approval of the College President or designee is obtained. Upon approval of the project, the College District shall enter into an agreement with the staff member regarding legal protection and guidelines for licensing, patenting, and royalty participation.

Each employee shall have a joint property right with the College District for any materials written or developed in conjunction with released time or with College District support. This joint right shall entitle the College District to the use of materials, regardless of copyrights or patents, and exclusive of any royalties, commissions, or profit to an employee until such time as the College District has been reimbursed to the extent and amount that the College District paid for the project. Once reimbursement for such released time or College District support has been made, any joint property rights of the College District shall be in accordance with the agreement authorizing the project.

Intellectual property resulting from research supported by a grant or contract with the federal government, or any agency thereof, or with a nonprofit or for-profit nongovernmental entity, shall be gov-

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erned by the specific terms pertaining to the intellectual property rights included in the grant or contract.

Non-copyrighted materials prepared by a College District employee or student for use in a course conducted by the College District shall remain the property of the College District, and use of such materials for non-College District purposes shall be approved by the College President.

An employee of the College District may not realize a profit from materials sold exclusively to College District students.

COPYRIGHT

Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the College President or designee, the College District shall require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

TECHNOLOGY USE

All persons are prohibited from using College District technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with College District technology resources. No person shall use the College District's technology resources to post, publicize, or duplicate information in violation of copyright law. The Board shall direct the College President or designee to employ all reasonable measures to prevent the use of College District technology resources in violation of the law. All persons using College District technology resources in violation of law shall lose user privileges in addition to other sanctions. [See BBI and CR]

ELECTRONIC MEDIA

Unless a license or permission is obtained, electronic media in the classroom, including motion pictures and other audiovisual works, must be used in the course of face-to-face teaching activities as defined by law.

DESIGNATED  
AGENT

The College District shall designate an agent to receive notification of alleged online copyright infringement and shall notify the U.S. Copyright Office of the designated agent's identity. The College District shall include on its Web site information on how to contact the College District's designated agent and a copy of the College District's copyright policy. Upon notification, the College District's designated agent shall take all actions necessary to remedy any violation. The College District shall provide the designated agent appropriate training and resources necessary to protect the College District.

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	<p>If a content owner reasonably believes that the College District's technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.</p>
TRADEMARK	<p>The College District protects all College District and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.</p>
COLLEGE DISTRICT-RELATED USE	<p>The College District grants permission to students, student organizations, parent organizations, and other College District-affiliated college-support organizations to use, without charge, College District and campus trademarks to promote a group of students, an activity or event, a campus, or the College District if the use is in furtherance of College District-related business or activity. The College President or designee shall determine what constitutes use in furtherance of College District-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.</p>
PUBLIC USE	<p>Members of the general public, outside organizations, vendors, commercial manufacturers, wholesalers, and retailers shall not use College District trademarks without the written permission of the College President or designee. Any production of merchandise with College District trademarks for sale or distribution must be pursuant to a trademark licensing agreement and may be subject to the payment of royalties.</p> <p>Any individual, organization, or business that uses College District trademarks without appropriate authorization shall be subject to legal action.</p>