



1.0 Rationale

Near North District School Board actively involves staff in the development, implementation and review of materials that support the teaching/learning process. As a result, many exemplary materials are generated that assist staff in providing programs and services to students. This guideline defines the property rights of such materials, the expectations regarding their distribution beyond the borders of the Board and the procedures related to such distribution.

2.0 Definitions

2.1 Board Owned Materials

Any materials generated by the staff members of the Near North District School Board while operating under the auspices of the Board. These are materials that are developed, implemented or tested as a result of a Board mandate.

2.2 Partnership Materials

Any materials generated by an institution or agency outside the jurisdiction of the Board drawing upon the expertise of an employee of Near North District School Board during a time when the employee has assigned duties.

3.0 Expectations

3.1 All Board Owned Materials are the exclusive property of the Board.

3.2 All Board Owned Materials shall be:

3.2.1 Clearly marked with the Near North District School Board logo.

3.2.2 Clearly marked with the statement "Not to be reproduced without the written permission of the Near North District School Board."

3.2.3 Given formal approval by the Executive Council of the Board.

3.3

3.3.1 An employee shall have written permission of the appropriate Supervisory Officer or designate before engaging in any activities or partnership materials.

3.4 All Board Owned Materials shall be appraised by Board officials and given a market value in the event that other Boards or agencies request copies of the material.

3.5 Other boards or agencies shall be required to pay value or provide materials of similar value to the Near North District School Board.

4.0 Procedures

4.1 Should a request for a copy of Board Owned Materials



Near North District School Board
Conditions of Sale or Trade Agreement

The agreement made this _____ day of _____, 20

between

Near North District School Board
and

1.0 The Near North District School Board hereby offers for sale to the receiving Board/Agency/Institution the following Board Owned Materials:

1.1

2.0 Purchase price or trade agreement for each of the above:

2.1

3.0 Conditions of the agreement

3.1 The receiving Board/Agency/Institution shall use the material in accordance with the following conditions:

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