

<b>Internal Policies and Procedures of the Utah State Board of Education</b>	
<b>Policy</b>	04-10
<b>Subject</b>	Intellectual Property
<b>Date</b>	April 1, 2022
<b>Policy Owner</b>	Director of Human Resources
<b>Policy Officer</b>	Deputy Superintendent of Operations
<b>References</b>	Utah Code §34-39-3

**I. PURPOSE AND SCOPE:**

1. The purpose of this policy is to establish ownership rights for certain products created by USBE employees during their time of employment.
2. This policy applies to all USBE employees, interns, contractors, and volunteers (collectively referred to as “USBE employees” throughout this policy).

**II. POLICY:**

1. Except as provided in this policy, all products, materials, resources, programs, or software developed by those affiliated in any capacity with USBE, with state resources or on state time, are owned exclusively by USBE.

**III. PROCEDURES:**

1. A USBE employee may negotiate any right of ownership for materials or programs developed by state employees on personal time.
2. Any agreement regarding USBE employee ownership shall be signed and approved by the Superintendent in advance of the development of the products, materials, resources, programs, or software.

**IV. HISTORY:**

This policy supersedes the Intellectual Property Policy that was established March 12, 2018 and updated April 30, 2018. That policy was formerly the “Ownership of In House Developed Productions” section from the Employee Conduct Policy established May 9, 2011.