

## **Protection of Intellectual Property**

All written or audiovisual materials, computer programs or products originally developed and produced expressly for the district and other data collected by the district for its use are deemed to be the intellectual property of the district.

Certain products and programs used by the district may be adopted or adapted from other sources. The district's property claim for such products and programs is nonexclusive.

Information and records maintained by the district are important and shall be treated as such. Any such information or records taken off-premises by staff members in the performance of their duties should be returned to their proper place as soon as possible after such use.

All important documents and data contained in district computer server files will be "backed up" daily and duplicate information stored on a separate computer hard drive.

August, 2000

### **CROSS REFS.:**

*Board Policy:*

EL-9, Asset Protection